

Charge Card Manual



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Maintaining the Charge Card Master Table

Helpful Hints:

Before you begin maintaining the charge card master table it is important to know the following information:

- The Charge Card Master Table is a control table used for the following purposes:
 - Assignment of administrative FBMS IDs for users who will reallocate charges on behalf of the cardholder.
 - Entering the default Master Accounting Code (MAC, also called Line of Accounting, or LOA) for charge cards. The default MAC is the account code against which the cardholder's transactions will be charged.
 - Storage of charge card hierarchy information. This information determines the default Master Accounting Code for the card where charges go if the individual card MAC is missing or invalid.
- There are 5 FBMS **charge card roles**:
 - **Charge Card Administrator** – Administrators are designated by the individual cardholder. They can display the cardholder's charge card data and reallocate charges for that individual's charge card (only to the cost centers that the cardholder can access). An office may assign this role to an administrative assistant who performs reallocations for an executive or for other cardholders in the office.
 - **Charge Card A/OPC** – The A/OPC can update charge card master record information such as default accounting information (cost centers) for cards, update cardholder user IDs, and assign administrators to charge cards. A/OPCs cannot reallocate charges.
 - **Charge Card Holder** – The cardholder can reallocate charges for his or her own card for certain cost centers to which they have been given access. Cardholders also can assign administrators to their own charge card to perform reallocations for them. This role is only used by bureaus that allow cardholders to do their own reallocations.
 - **Charge Card Holder Restricted** – Cardholders with restricted access can view but not change their own charge card transactions. This role is used by bureaus who do not allow cardholders to do their own allocations.
 - **Charge Card Budget Finance** – The Budget Finance role can view and reallocate charges for multiple charge cards based on cost centers available to them. They can view, but not change, charge card master records.

- There are four roles that can access the **Maintain Charge Card Master Table** transaction for the following purposes:
 - **Cardholder** – to add an administrator to his or her charge card.
 - **Administrator** – to display charge card data for card(s) to which they have administrative rights. The cardholder designates an administrator to perform transaction reallocations or maintenance on his or her behalf for a specified card. If your Bureau does not allow individual cardholders to do their own reallocations, the cardholder does not need to designate an administrator for his or her card.
 - **Budget Finance Personnel** – to display charge card data for card(s) to which they have access.
 - **A/OPC** – to update master record information such as Master Accounting Code (MAC), cardholder user ID, and to assign administrators to the card.
- Manage vendor 1099 information – If a convenience check was used for a transaction, the vendor 1099 information needs to be created or updated in FBMS to facilitate accurate tax reporting. All convenience check writers are responsible for creating or updating 1099 information for convenience check purchases.

Let's Begin:

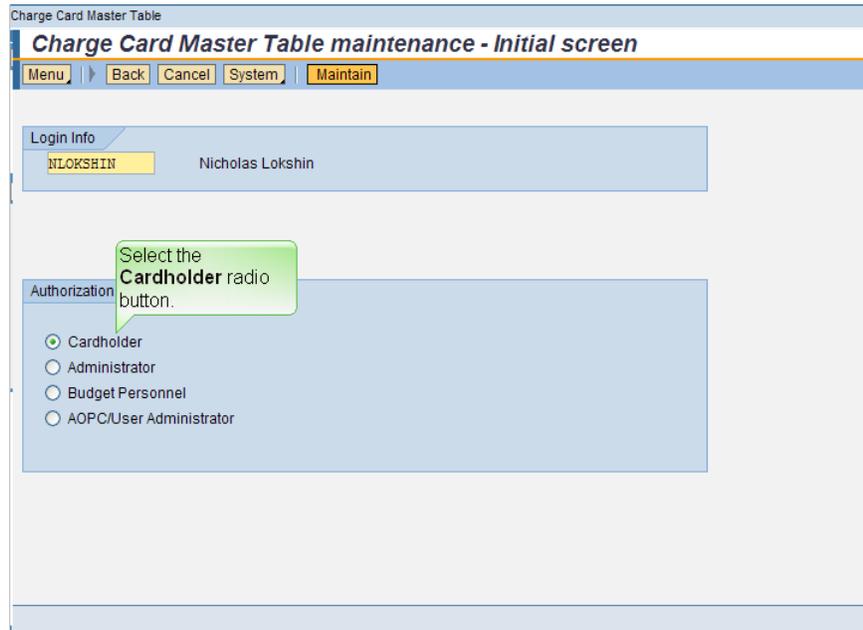
Use the following portal path to begin this transaction

- Select **CORE FINANCIALS** tab → **CC** tab → **Maintain Charge Card Master Table** to go to the *Charge Card Master Table maintenance Initial* screen.

Add an Administrator to a Charge Card Account

 An administrator is someone the cardholder can designate to perform maintenance or transaction reallocations on their charge card. If your bureau does not allow cardholders to reallocate their own transactions, cardholders will not need to designate administrator for their card.

- 1) In the Authorization Access section, select the **Cardholder** or **A/OPC** radio button. (Cardholders and A/OPCs can both designate administrators for a card; select the appropriate radio button for your role).



Charge Card Master Table
Charge Card Master Table maintenance - Initial screen

Menu | Back | Cancel | System | Maintain

Login Info
NLOKSHIN Nicholas Lokshin

Authorization

Select the **Cardholder** radio button.

Cardholder
 Administrator
 Budget Personnel
 AOPC/User Administrator

- 2) Select **Maintain** the **Maintain** button.



Charge Card Master Table
Charge Card Master Table maintenance - Initial screen

Menu | Back | Cancel | System | Maintain

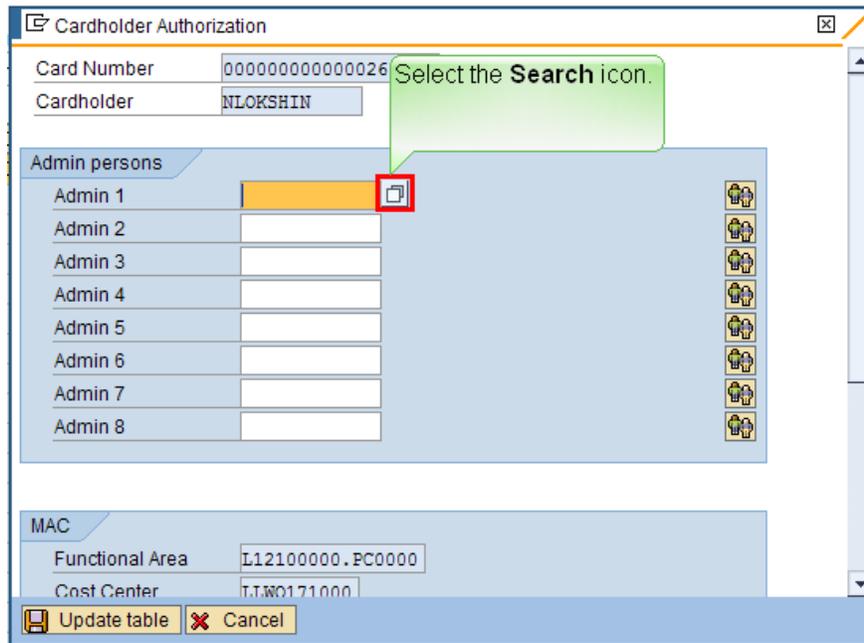
Select the **Maintain** button.

Login Info
NLOKSHIN Nicholas Lokshin

Authorization Access

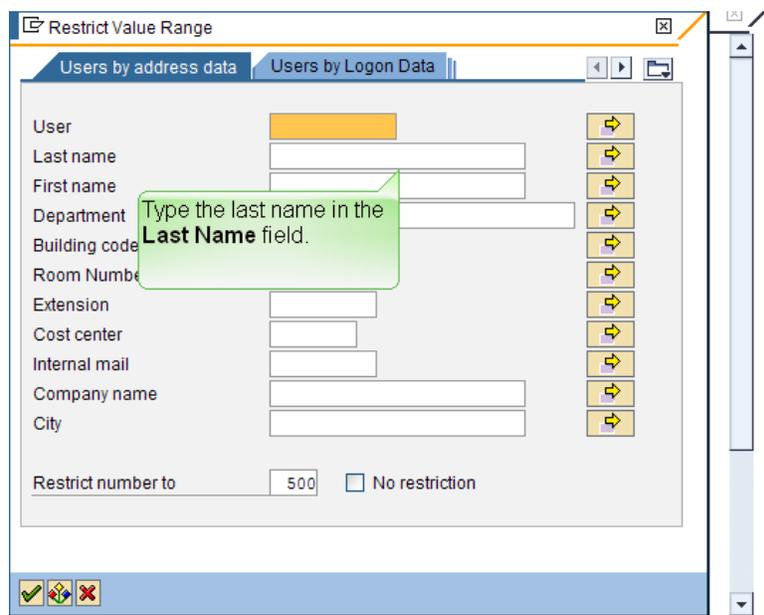
Cardholder
 Administrator
 Budget Personnel
 AOPC/User Administrator

5) In the Cardholder Authorization window, select the **Search** icon.



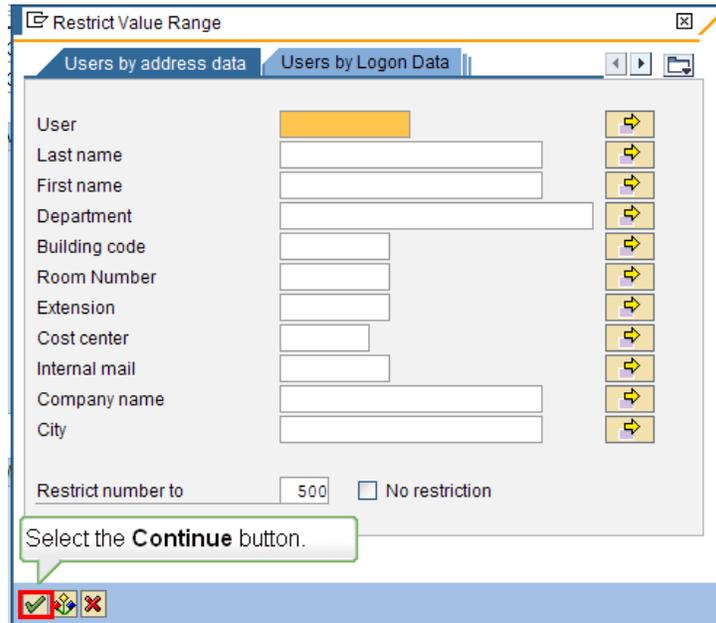
 You can type the user name directly into the Admin 1 field if you know it. It is important that the user name matches the exact FBMS user name in. Therefore, it is recommended that you use the search capability.

6) Type the last name of the person in the **Last Name** field.



 You can enter as many values in the fields as necessary to narrow your search.

7) Select  the **Continue** button.

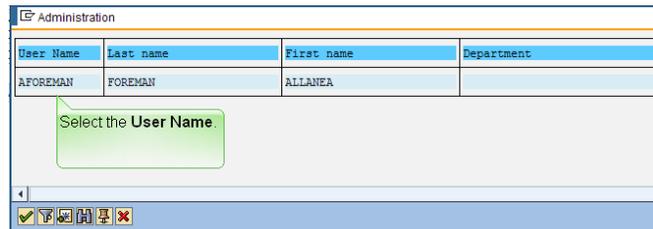


The screenshot shows a dialog box titled "Restrict Value Range" with two tabs: "Users by address data" and "Users by Logon Data". The "Users by address data" tab is active. It contains a list of fields with corresponding input boxes and arrow buttons to the right:

- User
- Last name
- First name
- Department
- Building code
- Room Number
- Extension
- Cost center
- Internal mail
- Company name
- City

At the bottom, there is a "Restrict number to" field with the value "500" and a "No restriction" checkbox. A green callout box points to the "Continue" button (a green checkmark icon) in the bottom-left corner of the dialog box.

8) Select the **User Name** from the search results.

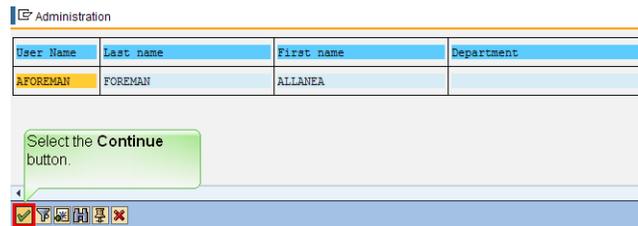


The screenshot shows a window titled "Administration" with a table of search results. The table has four columns: "User Name", "Last name", "First name", and "Department".

User Name	Last name	First name	Department
AFOREMAN	FOREMAN	ALLANEA	

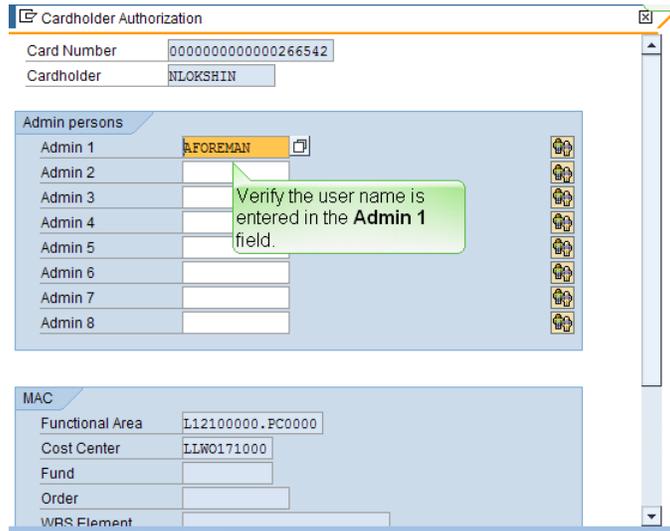
A green callout box points to the "AFOREMAN" value in the "User Name" column. The "Continue" button (a green checkmark icon) is visible in the bottom-left corner of the window.

9) Select  the **Continue** button.



The screenshot shows the same "Administration" window as in step 8. The "AFOREMAN" value in the "User Name" column is highlighted in yellow. A green callout box points to the "Continue" button (a green checkmark icon) in the bottom-left corner of the window.

10) Verify the user name is entered in the **Admin 1** field.



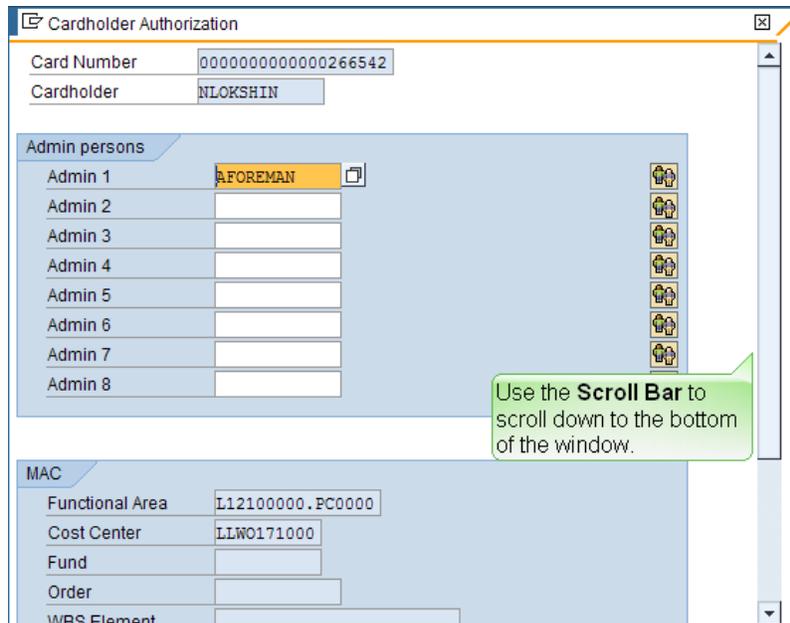
The screenshot shows the 'Cardholder Authorization' window. At the top, 'Card Number' is 000000000000266542 and 'Cardholder' is NLOKSHIN. Below is the 'Admin persons' section with a table:

Admin	Field
Admin 1	AFOREMAN
Admin 2	
Admin 3	
Admin 4	
Admin 5	
Admin 6	
Admin 7	
Admin 8	

A green callout box points to the 'Admin 1' field with the text: 'Verify the user name is entered in the Admin 1 field.'

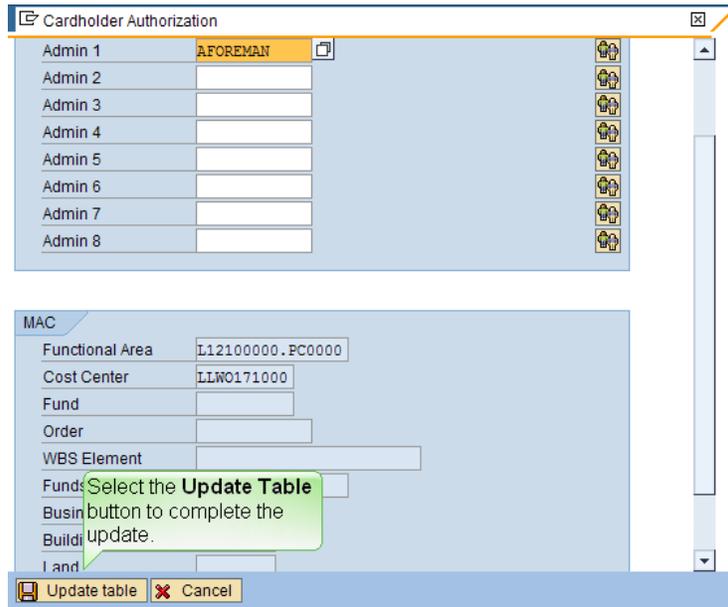
Below the 'Admin persons' section is the 'MAC' section with fields for Functional Area (L12100000.PC0000), Cost Center (LLW0171000), Fund, Order, and WRS Element.

11) **Scroll down** to the bottom of the window.

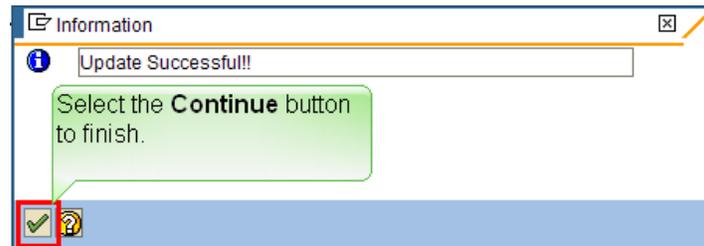


This screenshot is identical to the previous one, but the scroll bar on the right side of the window is moved to the bottom position. A green callout box points to the scroll bar with the text: 'Use the **Scroll Bar** to scroll down to the bottom of the window.'

12) Select the **Update Table** button to complete the update.



13) Select  the **Continue** button to finish.

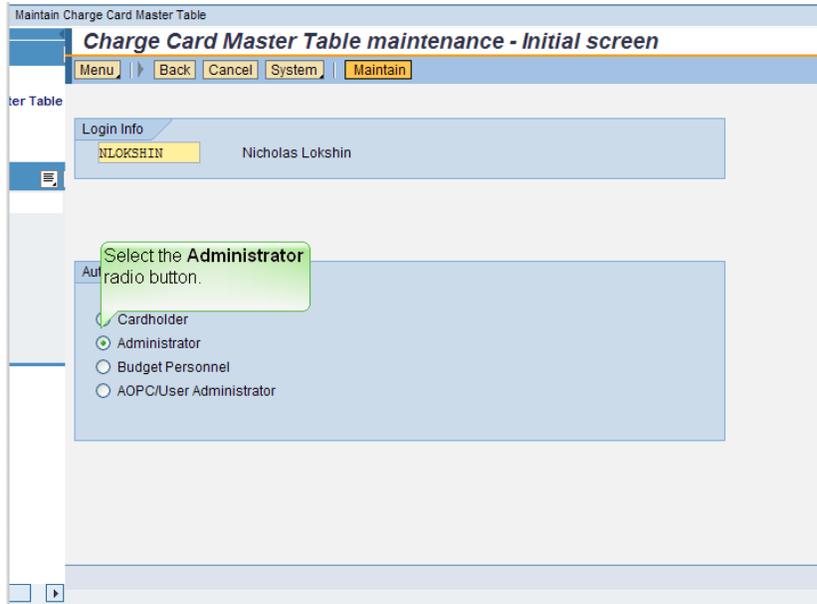


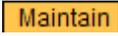
 The **Update Successful!!** message indicates that the administrator is added to the charge card account and can now perform reallocations for that account.

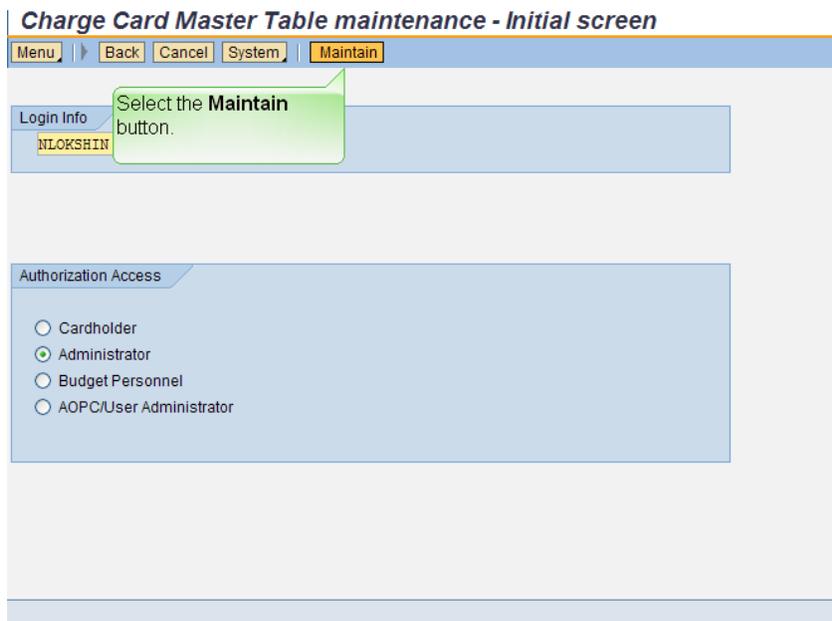
Display Charge Card Master Table Data

 Administrator and Budget Personnel roles can both display charge card master table data. However, they cannot change the information in the master table.

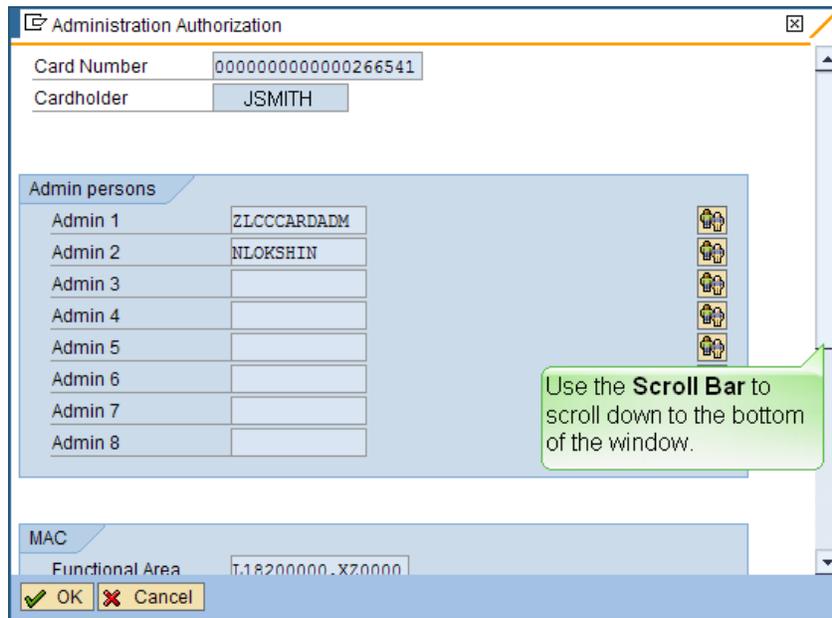
- 1) In the Authorization Access section, select the **Administrator** or **Budget Personnel** radio button, depending on your role.



- 2) Select  the **Maintain** button.

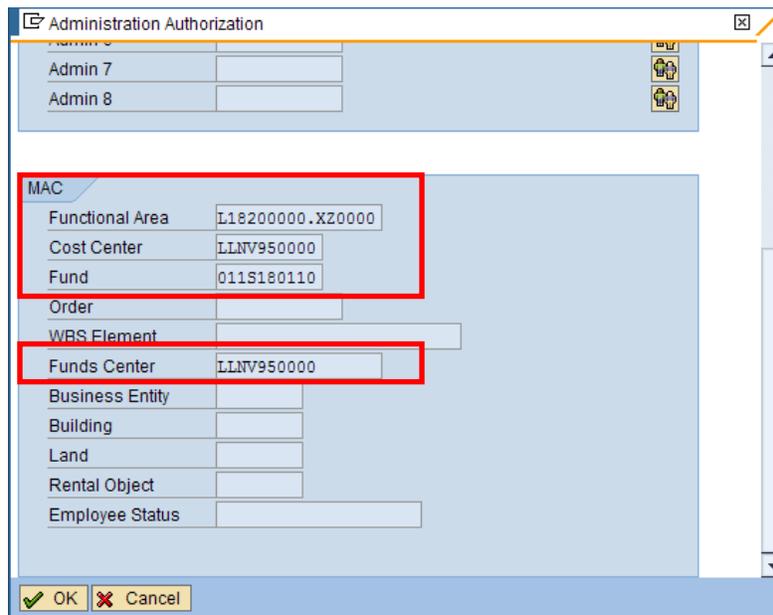


- 5) Use the **Scroll Bar** to scroll down to the bottom on the window to view the Master Account Code (MAC) data.



 The *Administrative Authorization* window lists all of the current charge card administrators for this card.

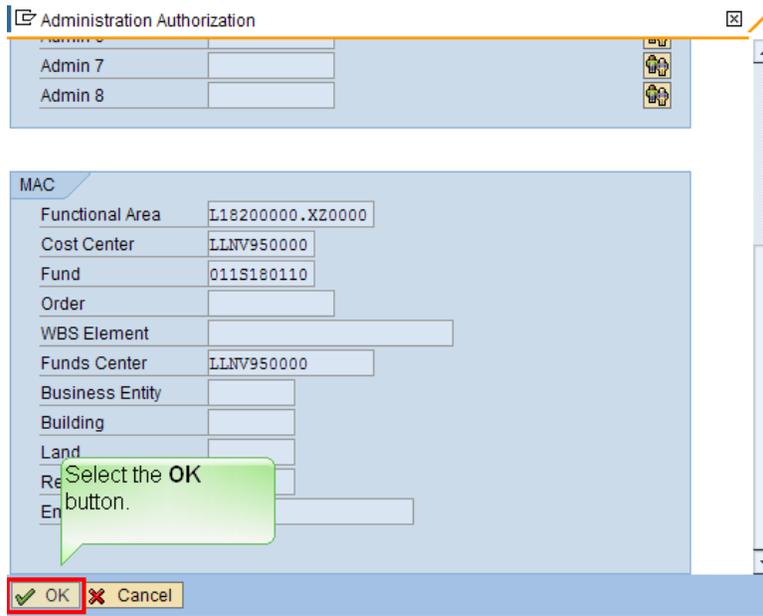
- 6) Review the **master account code (MAC)** information.





The **Functional Area**, **Cost Center**, **Fund**, and **WBS Element** fields represent the **master account code (MAC)** for this card. The Business Entity, Building, Land, Rental Object, and Employee Status fields are not currently activated in FBMS.

7) Select  the **OK** button.



Name	Status
Admin 7	
Admin 8	

MAC

Functional Area: L18200000.XZ0000

Cost Center: LLNV950000

Fund: 011S180110

Order:

WBS Element:

Funds Center: LLNV950000

Business Entity:

Building:

Land:

Rental Object:

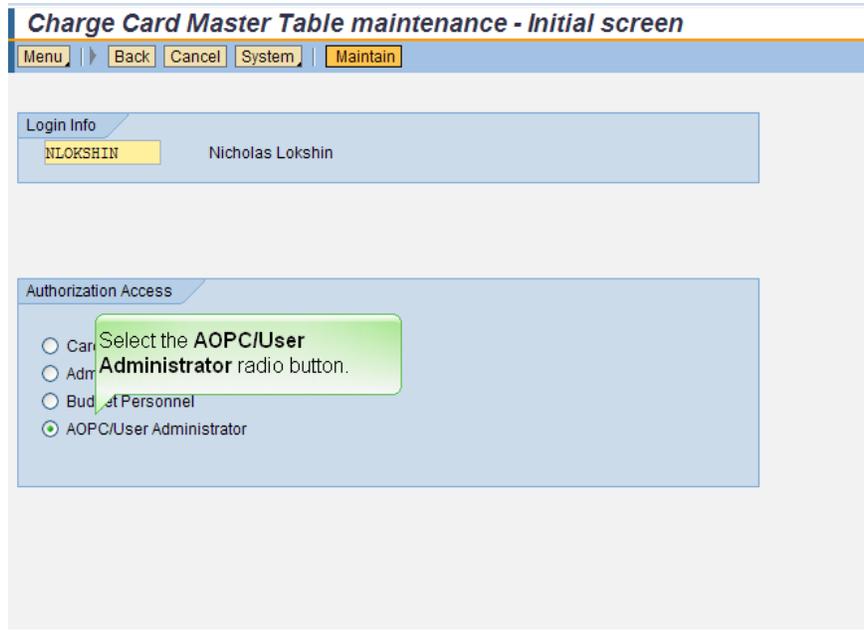
Employee Status:

Select the OK button.

Update the Charge Card Master Table Data

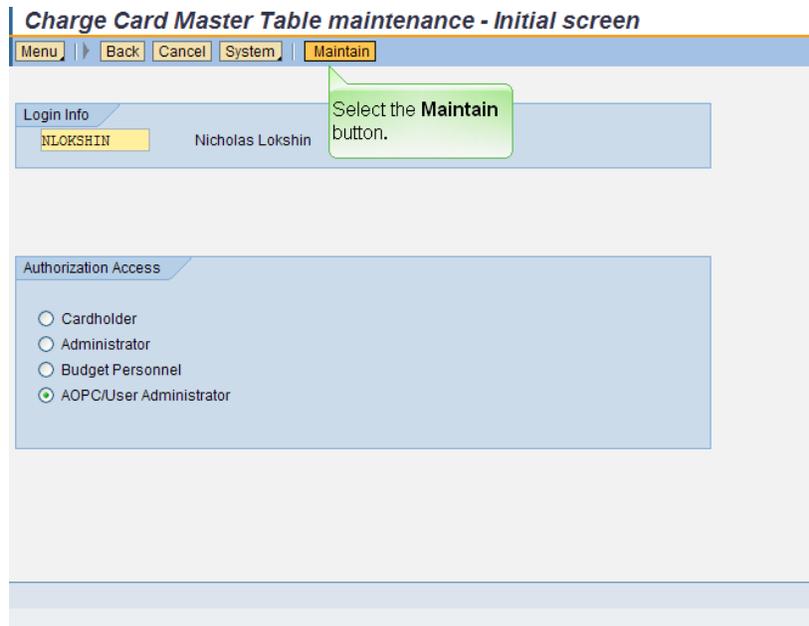
 Only the AOPC/User Administrator can update charge card master record information in the Master Table. The A/OPC can add and update default account information (including cost centers) to cards, update the Cardholder User ID, and assign administrators to cards.

- 1) In the Authorization Access section, select the **AOPC/User Administrator** radio button.



The screenshot shows the 'Charge Card Master Table maintenance - Initial screen'. At the top, there is a navigation bar with buttons for 'Menu', 'Back', 'Cancel', 'System', and 'Maintain'. Below this is a 'Login Info' section with a yellow box containing 'NLOKSHIN' and the name 'Nicholas Lokshin'. The 'Authorization Access' section contains four radio buttons: 'Cardholder', 'Administrator', 'Budget Personnel', and 'AOPC/User Administrator'. The 'AOPC/User Administrator' radio button is selected. A green callout box points to this radio button with the text 'Select the AOPC/User Administrator radio button.'

- 2) Select  the **Maintain** button.



The screenshot shows the same 'Charge Card Master Table maintenance - Initial screen'. The 'Maintain' button in the top navigation bar is highlighted with a yellow box. A green callout box points to this button with the text 'Select the Maintain button.'

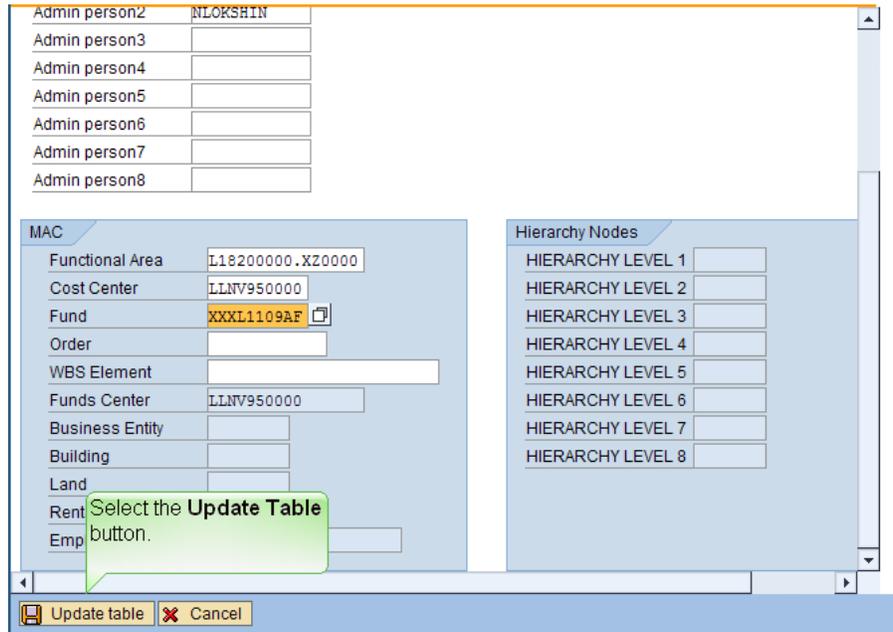
5) Use the **Scroll Bar** to scroll down to the bottom on the window to view the MAC data.

6) Type your changes into the appropriate field(s).

 The **Functional Area**, **Cost Center**, **Fund**, and **WBS Element** fields represent the **master account code (MAC)** for this card. The Business Entity, Building, Land, Rental Object, and Employee Status fields are not currently activated in FBMS.

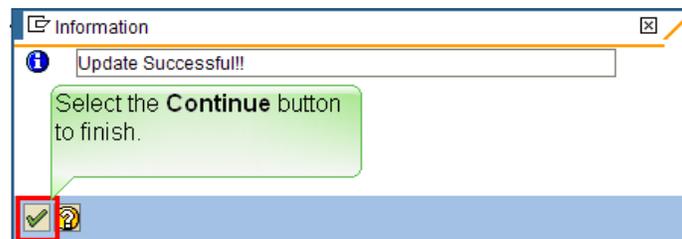
 You can use  the **Search icon** next to each field to search for the information, if needed.

- 7) Select  **Update table** the **Update Table** button to save your changes.



The screenshot shows a web form with several sections. At the top, there are fields for 'Admin person2' through 'Admin person8'. Below that is a 'MAC' section with fields for 'Functional Area', 'Cost Center', 'Fund', 'Order', 'WBS Element', 'Funds Center', 'Business Entity', 'Building', 'Land', 'Rent', and 'Emp'. To the right is a 'Hierarchy Nodes' section with eight levels. A green callout box points to the 'Update table' button at the bottom left of the form. The 'Fund' field contains the value 'XXXL1109AF'.

- 8) Select  the **Continue** button to finish.



The screenshot shows an 'Information' dialog box with a title bar. The main text reads 'Update Successful!!'. Below the text is a green callout box that says 'Select the Continue button to finish.'. At the bottom left of the dialog, there are two buttons: a 'Continue' button with a checkmark icon and a 'Cancel' button with a question mark icon. The 'Continue' button is highlighted with a red box.

 The **Update Successful!!** message indicates that your changes to the card account have been made.

Reallocating Charge Card Transactions

Helpful Hints:

Before you begin reallocating charge card transactions it is important to know the following information:

- Reallocations must be done to ensure accurate financial posting of charge card transactions. When the charge for the purchase should go to the cardholder's Master Accounting Code (MAC), reallocation does not need to be performed. However, if the charge should be reassigned to another account code, then the cardholder, charge card administrator, or budget finance representative (depending on the bureau's process) will need to reallocate the charge.
- A transaction can be reallocated to:
 - Share costs with another fund/cost center.
 - Transfer costs to the fund/cost center that received the items/services.
 - Transfer costs to a purchase order or earmarked fund (misc. obligations).
 - Correct the defaulted MAC and/or commitment item (BOC) to one that is more descriptive of the item/service purchased.
- There are three FBMS roles that can reallocate charge card transactions:
 - **Cardholder:**
 - Cardholders can reallocate charges for their own charge card.
 - Cardholders can only reallocate charges to the cost centers that are attached to their FBMS user ID.
 - Users who have the "Cardholder Limited" role can view their detailed transactions in FBMS, but they cannot reallocate transactions.
 - **Administrator:**
 - These users can reallocate charges for someone else's card if they have been designated as an administrator for that card.
 - Administrators are designated by the cardholder or A/OPC and can only allocate to the cost centers to which the cardholder has access.
 - **Budget Finance Personnel:**
 - These users can reallocate charges for multiple charge cards based on the cost centers that have been added to their security profile. The allowable cost centers can be a single cost center, range of cost centers, or a list of cost centers.

- Budget Finance Personnel access to charge cards is dependent upon the cost center contained in the default master accounting codes (MACs) on each charge card master record.
- For some bureaus, this role allows them to reallocate charges within their cost center authority to any MAC within their business area (bureau).
- Your Bureau's process determines who should be doing reallocations in your bureau.
- Use the **Multiple Account Assignment (MAS)** feature in FBMS to reallocate a transaction to multiple account codes if you are splitting the cost of an item between two different offices.
- Reallocations to a purchase order:
 - Reallocations to a purchase order (PO) are made when a vendor is paid for the deliverables on a specific purchase order with a charge card that has purchase authority.
 - These transactions need to be posted to the purchase order to contribute towards the liquidation of that purchase order. If the transaction is considered the final payment for the PO, it may be marked final to release any residual balance from the purchase order.

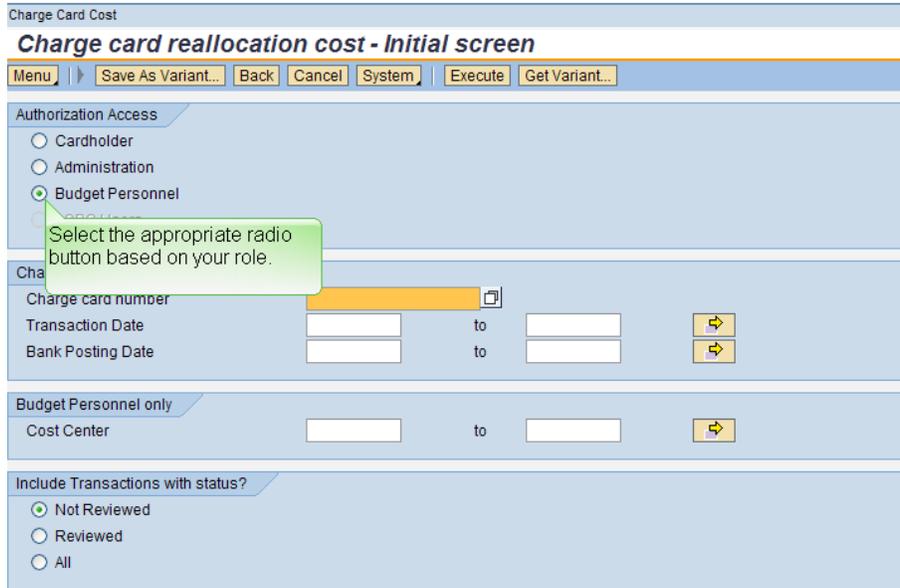
Let's Begin:

Use the following portal path to begin this transaction

- Select **CORE FINANCIALS** tab → **CC** tab → **Reallocate Charge Card Cost** to go to the *Charge card reallocation cost Initial* screen.

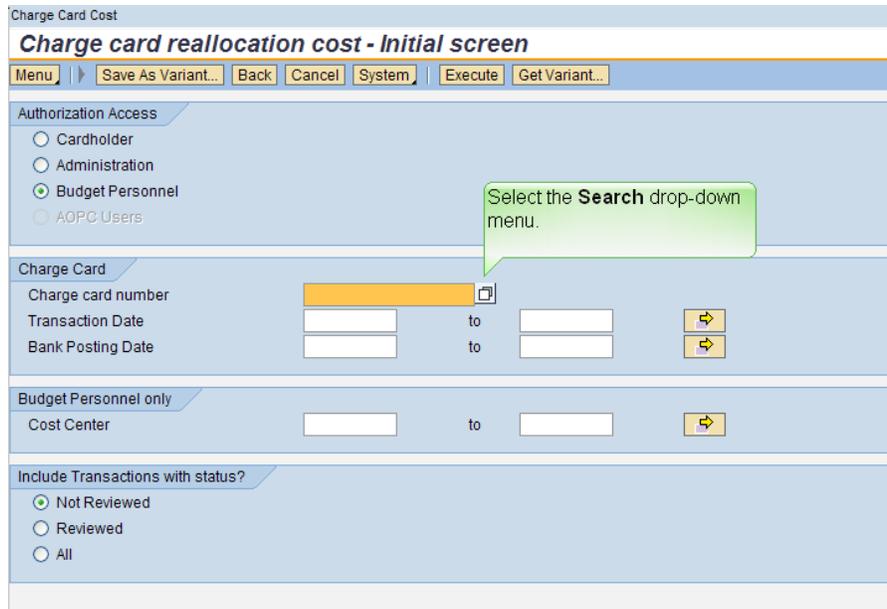
Reallocate Individual Transactions

- 1) In the Authorization Access section, **select** the appropriate **radio button** based on your role.



The screenshot shows the 'Charge card reallocation cost - Initial screen' interface. At the top, there is a title bar with 'Charge Card Cost' and a subtitle 'Charge card reallocation cost - Initial screen'. Below the title bar is a menu bar with buttons: 'Menu', 'Save As Variant...', 'Back', 'Cancel', 'System', 'Execute', and 'Get Variant...'. The main content area is divided into several sections. The 'Authorization Access' section contains four radio buttons: 'Cardholder', 'Administration', 'Budget Personnel' (which is selected), and 'AOPC Users'. A green callout box points to the 'Budget Personnel' radio button with the text: 'Select the appropriate radio button based on your role.' Below this is the 'Charge Card' section with fields for 'Charge card number', 'Transaction Date', and 'Bank Posting Date', each followed by a 'to' field and a search icon. The 'Budget Personnel only' section has a 'Cost Center' field followed by a 'to' field and a search icon. The 'Include Transactions with status?' section has three radio buttons: 'Not Reviewed' (selected), 'Reviewed', and 'All'.

- 2) Select  the **Search drop-down** menu.



This screenshot is identical to the one above, but with a green callout box pointing to the search icon in the 'Charge card number' field. The callout box contains the text: 'Select the **Search** drop-down menu.'



If known, you can type the charge card number in the **Charge card number** field.

3) Select the desired **charge card number**.

Number	Cardholder	Last name	First name
000000000000266541	ZLCCHOLDER		
000000000000266542	NLOKSHIN		
000000000000266543			
000000000000266544			
000000000000266545			
000000000000266546			
000000000000266547			
000000000000266548			
000000000000266549	ZLCCHOLDER	LNAME2981	FNAME2981
000000000000266550	ZLCCHOLDER	LNAME2982	FNAME2982
000000000000266551			
000000000000266552			
000000000000266553			
000000000000266554			
000000000000266555			
000000000000266556			
000000000000266557		LNAME2989	FNAME2989
000000000000266558			
000000000000266559		LNAME2991	FNAME2991
000000000000266560			

Select the desired charge card number.

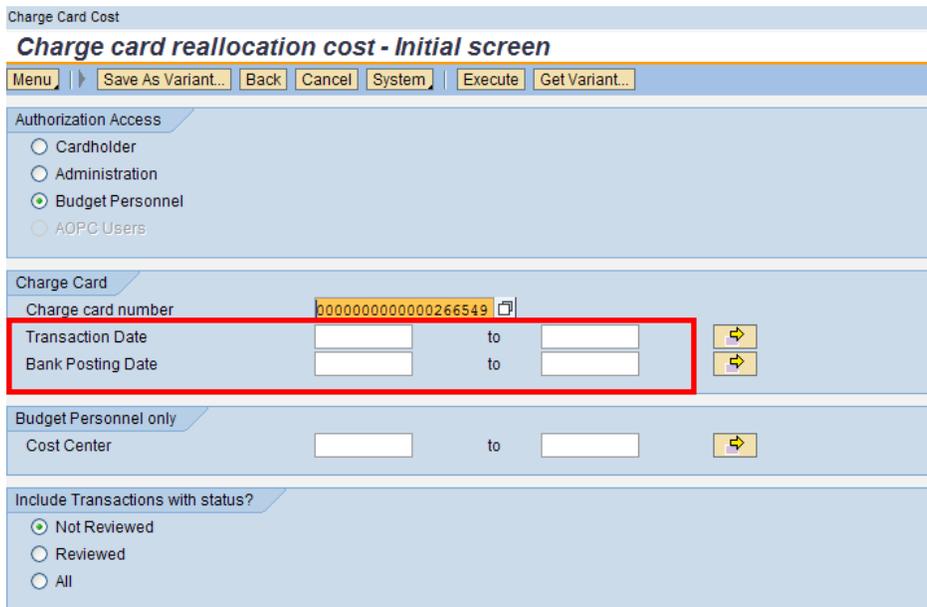
 In FBMS, the cardholder’s last name and first name are displayed in the search window making it easier to select the appropriate card.

4) Select  the **Copy** button.

Number	Cardholder	Last name	First name
000000000000266541	ZLCCHOLDER		
000000000000266542	NLOKSHIN		
000000000000266543			
000000000000266544			
000000000000266545			
000000000000266546			
000000000000266547			
000000000000266548			
000000000000266549	ZLCCHOLDER	LNAME2981	FNAME2981
000000000000266550	ZLCCHOLDER	LNAME2982	FNAME2982
000000000000266551			
000000000000266552			
000000000000266553			
000000000000266554			
000000000000266555			
000000000000266556			
000000000000266557		LNAME2989	FNAME2989
000000000000266558			
000000000000266559		LNAME2991	FNAME2991
000000000000266560			

Select the Copy button.

- 5) Optionally, you can enter the **Transaction Date** and/or **Bank Posting Date** to narrow your transaction search results.



Charge Card Cost
Charge card reallocation cost - Initial screen

Menu | Save As Variant... | Back | Cancel | System | Execute | Get Variant...

Authorization Access

- Cardholder
- Administration
- Budget Personnel
- AOPC Users

Charge Card

Charge card number 0000000000000266549

Transaction Date [] to []

Bank Posting Date [] to []

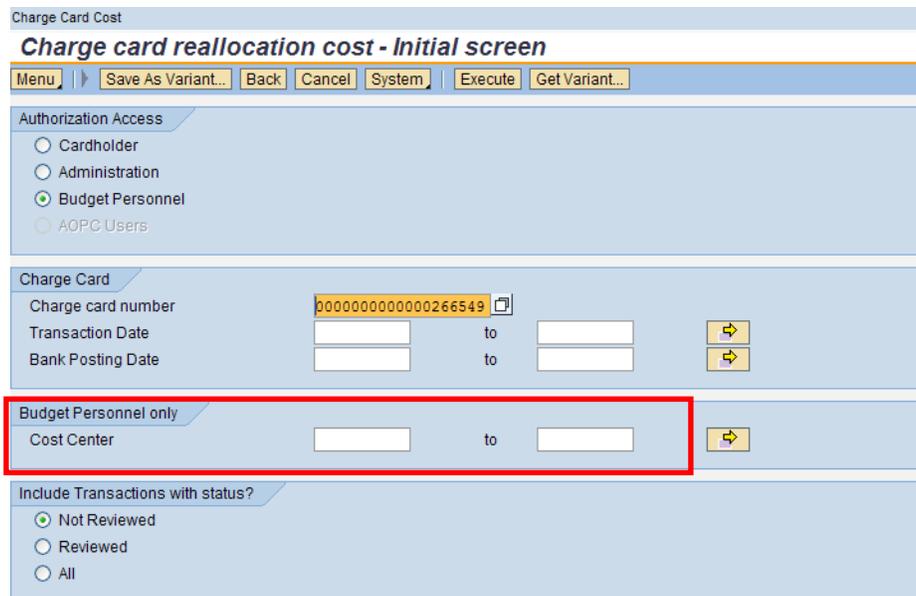
Budget Personnel only

Cost Center [] to []

Include Transactions with status?

- Not Reviewed
- Reviewed
- All

- 6) If you accessed this transaction using the **Budget Personnel** radio button, you can type the **Cost Center** to narrow your search.



Charge Card Cost
Charge card reallocation cost - Initial screen

Menu | Save As Variant... | Back | Cancel | System | Execute | Get Variant...

Authorization Access

- Cardholder
- Administration
- Budget Personnel
- AOPC Users

Charge Card

Charge card number 0000000000000266549

Transaction Date [] to []

Bank Posting Date [] to []

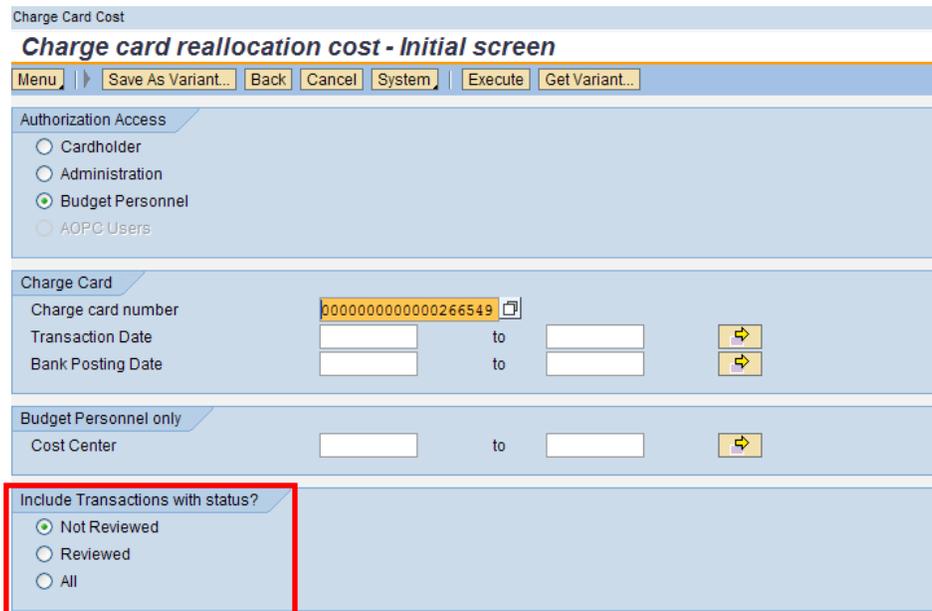
Budget Personnel only

Cost Center [] to []

Include Transactions with status?

- Not Reviewed
- Reviewed
- All

- 7) Use the “**Include Transactions with status**” **radio buttons** to select transactions that have not been reviewed yet, already been reviewed, or all transactions.



Charge Card Cost

Charge card reallocation cost - Initial screen

Menu | Save As Variant... | Back | Cancel | System | Execute | Get Variant...

Authorization Access

Cardholder
 Administration
 Budget Personnel
 AOPC Users

Charge Card

Charge card number: 000000000000266549

Transaction Date: [] to []

Bank Posting Date: [] to []

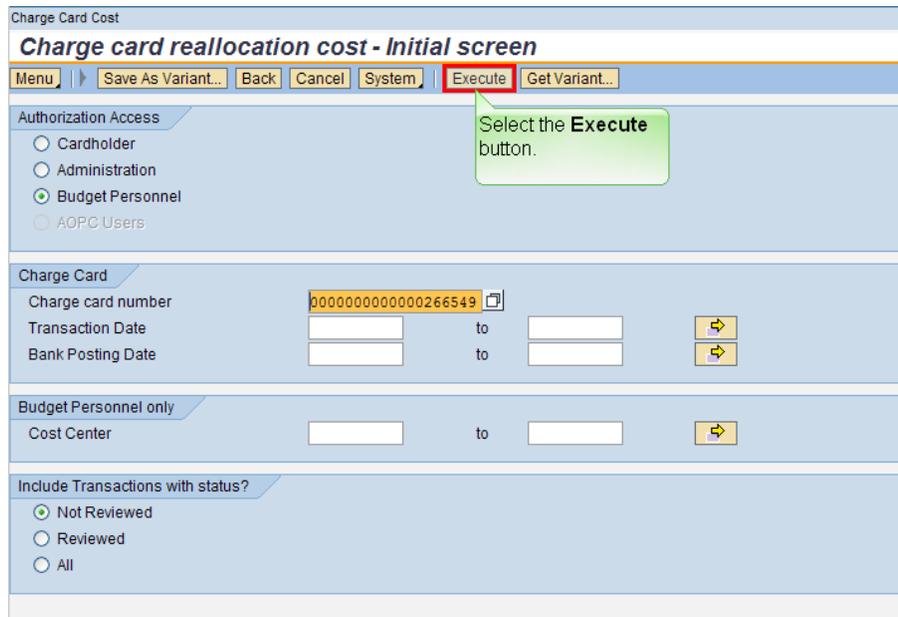
Budget Personnel only

Cost Center: [] to []

Include Transactions with status?

Not Reviewed
 Reviewed
 All

- 8) Select **Execute** the **Execute** button.



Charge Card Cost

Charge card reallocation cost - Initial screen

Menu | Save As Variant... | Back | Cancel | System | Execute | Get Variant...

Authorization Access

Cardholder
 Administration
 Budget Personnel
 AOPC Users

Charge Card

Charge card number: 000000000000266549

Transaction Date: [] to []

Bank Posting Date: [] to []

Budget Personnel only

Cost Center: [] to []

Include Transactions with status?

Not Reviewed
 Reviewed
 All

Select the **Execute** button.

9) Select the box to the left of the transaction you want to reallocate.

Charge Card Cost

Charge card reallocation cost

Menu | Back | Cancel | System | **Reallocation History** | 1099 Information | Reviewed / Reallocated | Refresh | Sort

Selections

Card Number: 0000000000000266549 FNAME2981 LNAME2981
 Bureau: M000
 Transaction Date: to
 Bank Posting Date: to
 Cost Center: to

Select the box to the left of the transaction you want to reallocate.

	Grn. Cat	Vendor Name	Bank Posti...	Purch date	Transactio...
<input type="checkbox"/>		DEPARTMENT OF EDUCATION	01/15/2008	01/11/2008	01/15/2008
<input type="checkbox"/>		DEPARTMENT OF EDUCATION	01/15/2008	01/11/2008	01/15/2008
<input type="checkbox"/>		Department of Labor	05/03/2008	05/01/2008	05/02/2008
<input type="checkbox"/>		DEPARTMENT OF EDUCATION	01/15/2008	01/11/2008	01/15/2008
<input type="checkbox"/>		DEPARTMENT OF EDUCATION	01/15/2008	01/11/2008	01/15/2008
<input type="checkbox"/>		Department of Education	05/03/2008	05/01/2008	05/02/2008
<input type="checkbox"/>		GATEWAY	06/11/2008	05/02/2008	05/01/2008
<input type="checkbox"/>		GATEWAY	06/11/2008	05/02/2008	05/01/2008
<input type="checkbox"/>		APPLIED IND TECH 0101	01/16/2008	01/12/2008	01/15/2008
<input type="checkbox"/>		Department of Labor	05/03/2008	05/01/2008	05/02/2008
<input type="checkbox"/>		Department of Education	05/03/2008	05/01/2008	05/02/2008
<input type="checkbox"/>		GATEWAY	06/11/2008	05/01/2008	05/02/2008

10) Select **Reallocation History** the **Reallocation History** button.

Charge Card Cost

Charge card reallocation cost

Menu | Back | Cancel | System | **Reallocation History** | 1099 Information | Reviewed / Reallocated | Refresh | Sort

Selections

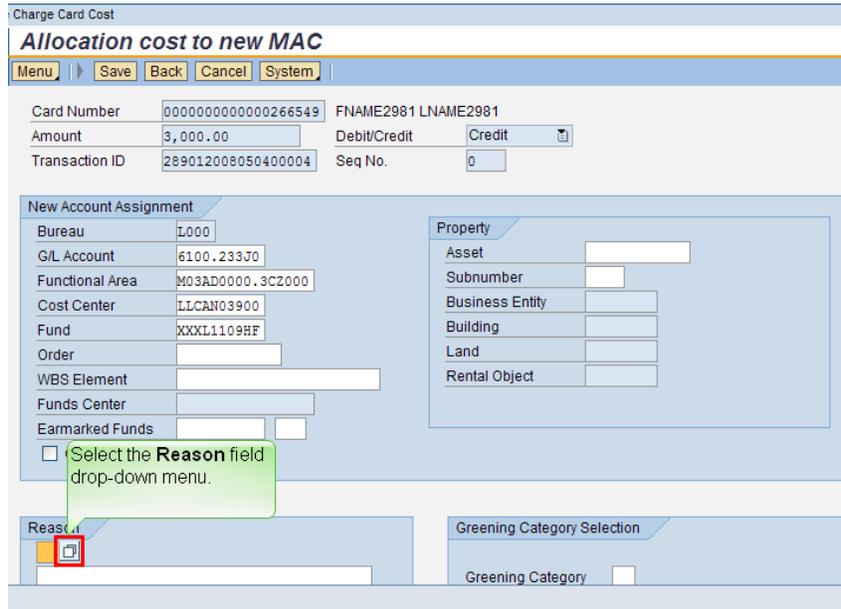
Card Number: 000000000000026654
 Bureau: M000
 Transaction Date: to
 Bank Posting Date: to
 Cost Center: to

Select the **Reallocation History** button.

Rev	His...	1099 Relevant	1099 ...	Grn. Cat	Vendor Name	Bank Posti...	Purch date	Transactio...
					DEPARTMENT OF EDUCATION	01/15/2008	01/11/2008	01/15/2008
					DEPARTMENT OF EDUCATION	01/15/2008	01/11/2008	01/15/2008
					Department of Labor	05/03/2008	05/01/2008	05/02/2008
					DEPARTMENT OF EDUCATION	01/15/2008	01/11/2008	01/15/2008
					Department of Education	05/03/2008	05/01/2008	05/02/2008
					GATEWAY	06/11/2008	05/02/2008	05/01/2008
					GATEWAY	06/11/2008	05/02/2008	05/01/2008
					APPLIED IND TECH 0101	01/16/2008	01/12/2008	01/15/2008
					Department of Labor	05/03/2008	05/01/2008	05/02/2008
					Department of Education	05/03/2008	05/01/2008	05/02/2008
					GATEWAY	06/11/2008	05/01/2008	05/02/2008

- Although FBMS supports reallocation to an Earmarked Fund, use of the function varies between bureaus. Check with you Finance Office for you bureau’s policy on reallocating to an Earmarked Fund.

14) Select **Reason** the **Reason** drop-down menu.



The screenshot shows the 'Charge Card Cost' form with the following fields:

- Card Number: 000000000000266549
- FNAM2981 LNAME2981
- Amount: 3,000.00
- Debit/Credit: Credit
- Transaction ID: 289012008050400004
- Seq No.: 0

The 'New Account Assignment' section includes:

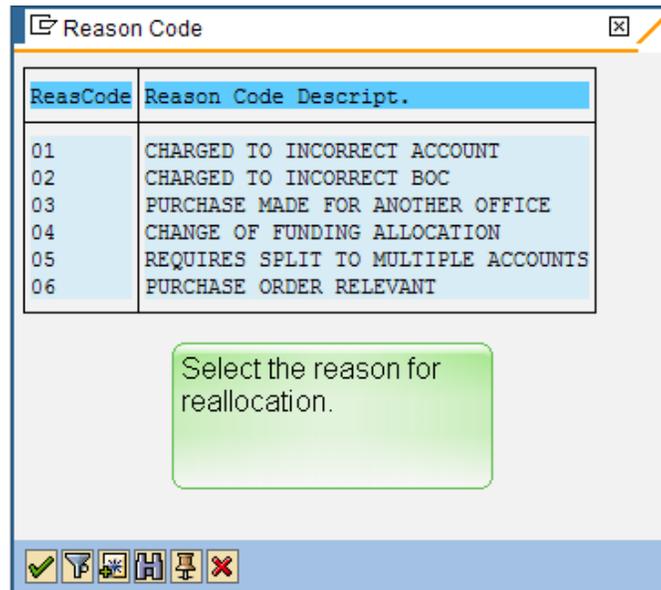
- Bureau: L000
- G/L Account: 6100.233J0
- Functional Area: M03AD0000.3CZ000
- Cost Center: LLCAN03900
- Fund: XXXL1109HF
- Order: [Empty]
- WBS Element: [Empty]
- Funds Center: [Empty]
- Earmarked Funds: [Empty]

The 'Property' section includes:

- Asset: [Empty]
- Subnumber: [Empty]
- Business Entity: [Empty]
- Building: [Empty]
- Land: [Empty]
- Rental Object: [Empty]

The 'Reason' field is highlighted with a red box, and a callout box points to it with the text: "Select the Reason field drop-down menu."

15) Select the **Reason Code** for the reallocation.

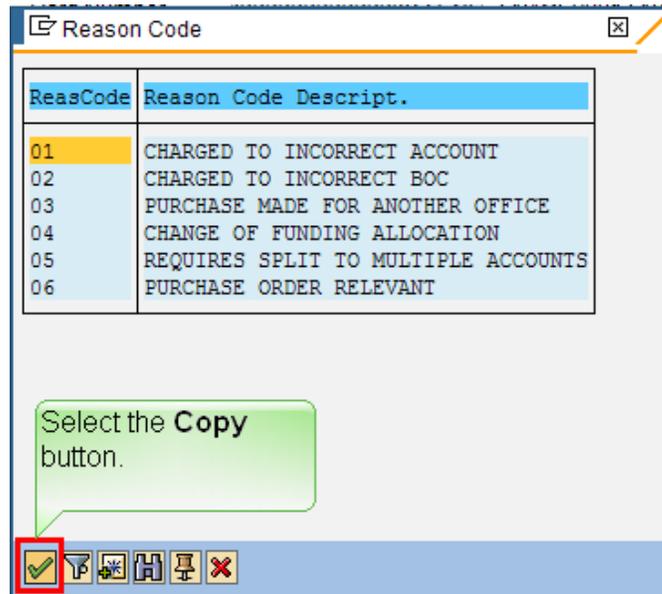


The 'Reason Code' dialog box displays the following table:

ReasCode	Reason Code Descript.
01	CHARGED TO INCORRECT ACCOUNT
02	CHARGED TO INCORRECT BOC
03	PURCHASE MADE FOR ANOTHER OFFICE
04	CHANGE OF FUNDING ALLOCATION
05	REQUIRES SPLIT TO MULTIPLE ACCOUNTS
06	PURCHASE ORDER RELEVANT

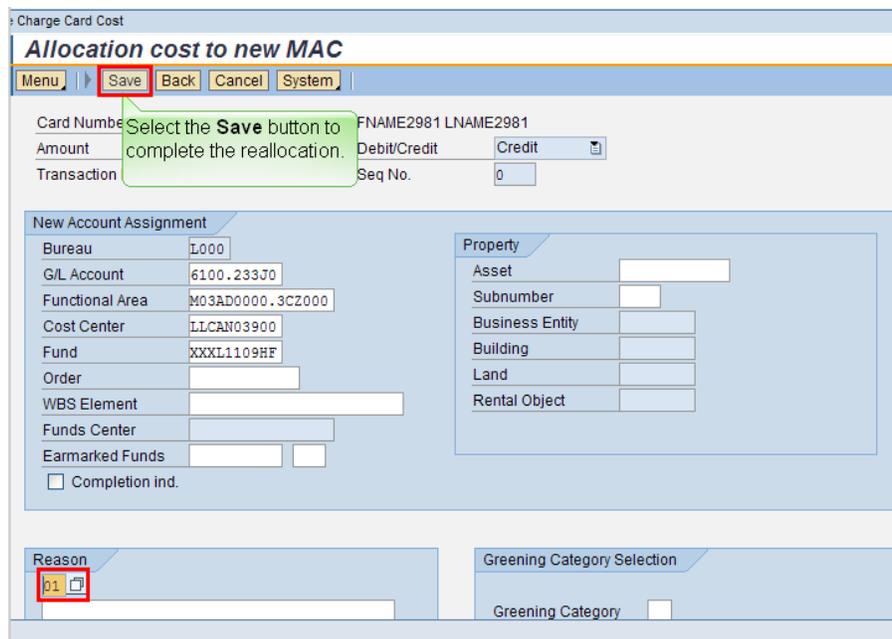
A callout box below the table contains the text: "Select the reason for reallocation."

16) Select  the **Copy** button.

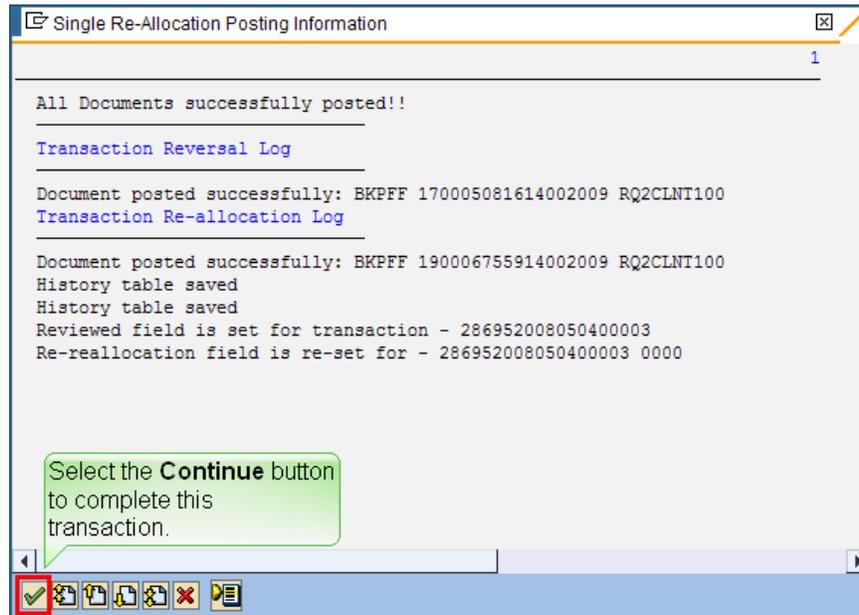


 The Reason field is populated with the selected Reason Code.

17) Select  the **Save** button to complete the reallocation.



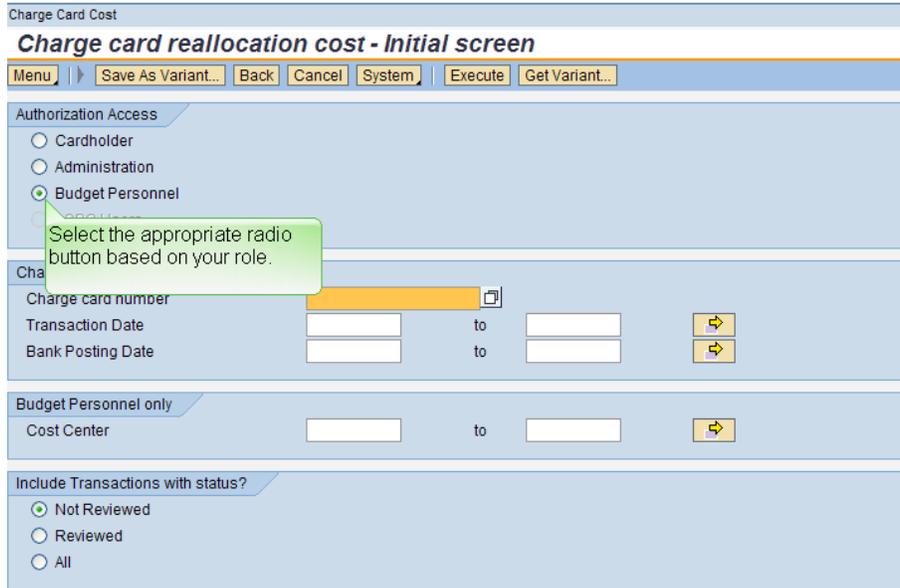
18) Select  the **Continue** button to complete the transaction.



This screen indicates that the reallocation successfully posted. If there are errors and your reallocation cannot be successfully posted, an error message appears at the bottom of your screen. The most common error is invalid accounting information. If you receive an error, correct it and save the reallocation.

Reallocate to a Non-Purchase Order Across Multiple Accounts

- 1) On the Authorization Access section, **select** the appropriate **radio button** based on your role.



Charge Card Cost
Charge card reallocation cost - Initial screen

Menu | Save As Variant... | Back | Cancel | System | Execute | Get Variant...

Authorization Access

- Cardholder
- Administration
- Budget Personnel
- AOPC Users

Charge Card

Charge card number [text field] [dropdown]

Transaction Date [text field] to [text field] [dropdown]

Bank Posting Date [text field] to [text field] [dropdown]

Budget Personnel only

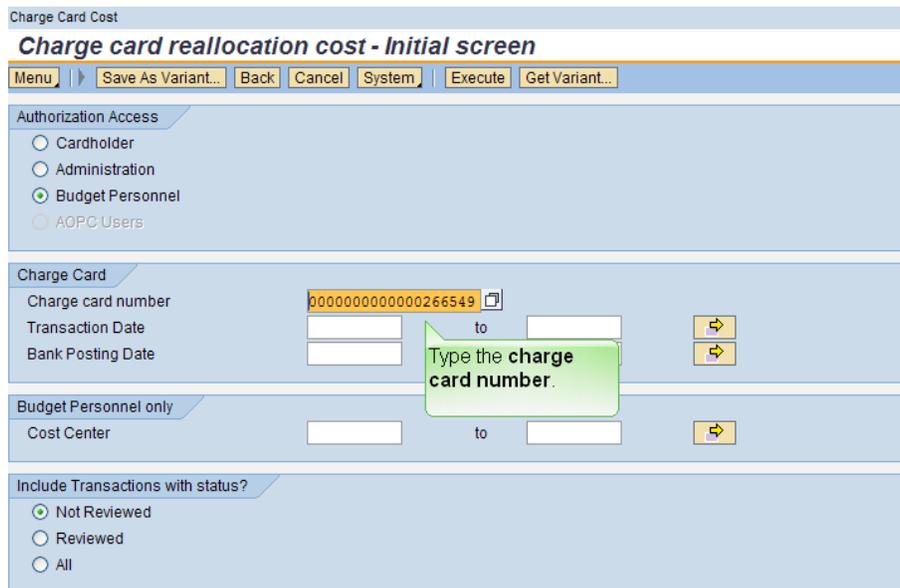
Cost Center [text field] to [text field] [dropdown]

Include Transactions with status?

- Not Reviewed
- Reviewed
- All

Select the appropriate radio button based on your role.

- 2) Type the charge card number in the **Charge card number** field or search for it, using the drop-down menu to the right of the field.



Charge Card Cost
Charge card reallocation cost - Initial screen

Menu | Save As Variant... | Back | Cancel | System | Execute | Get Variant...

Authorization Access

- Cardholder
- Administration
- Budget Personnel
- AOPC Users

Charge Card

Charge card number 0000000000000266549 [dropdown]

Transaction Date [text field] to [text field] [dropdown]

Bank Posting Date [text field] to [text field] [dropdown]

Budget Personnel only

Cost Center [text field] to [text field] [dropdown]

Include Transactions with status?

- Not Reviewed
- Reviewed
- All

Type the charge card number.

3) Select **Execute** the **Execute** button.

Charge Card Cost

Charge card reallocation cost - Initial screen

Menu | Save As Variant... | Back | Cancel | System | **Execute** | Get Variant...

Authorization Access

Cardholder
 Administration
 Budget Personnel
 AOPC Users

Charge Card

Charge card number: 000000000000266549

Transaction Date: [] to []

Bank Posting Date: [] to []

Budget Personnel only

Cost Center: [] to []

Include Transactions with status?

Not Reviewed
 Reviewed
 All

4) Select the box to the left of the transaction line item you want to reallocate.

Charge Card Cost

Charge card reallocation cost

Menu | Back | Cancel | System | Reallocation History | 1099 Information | Reviewed / Reallocated | Refresh | Sort

Selections

Card Number: 000000000000266549 FNAME2981 LNAME2981

Bureau: 1000

Transaction Date: [] to []

Bank Posting Date: [] to []

Cost Center: [] to []

Rev	His...	1099 ...	1099 ...	Grn. Cat.	Vendor Name	Bank Posti...	Purch date	Transactio...	Trans
					DEPARTMENT OF EDUCATION	01/15/2008	01/11/2008	01/15/2008	3,000
			✓		DEPARTMENT OF EDUCATION	01/15/2008	01/11/2008	01/15/2008	3,000
		✓			DEPARTMENT OF EDUCATION	01/15/2008	01/11/2008	01/15/2008	3,000
		✓			DEPARTMENT OF EDUCATION	01/15/2008	01/11/2008	01/15/2008	3,000
					Department of Education	05/03/2008	05/01/2008	05/02/2008	3,000
					APPLIED IND TECH 0101	01/16/2008	01/12/2008	01/15/2008	12.99
					Department of Labor	05/03/2008	05/01/2008	05/02/2008	3,000
			✓		Department of Education	05/03/2008	05/01/2008	05/02/2008	3,000
					GATEWAY	06/11/2008	05/01/2008	05/02/2008	3,000
					DEPARTMENT OF EDUCATION	01/15/2008	01/11/2008	01/15/2008	3,000
			✓		GATEWAY	06/11/2008	05/02/2008	05/01/2008	3,000
			✓		GATEWAY	06/11/2008	05/02/2008	05/01/2008	3,000

- 5) Select **Reallocation History** the **Reallocation History** button.

Charge Card Cost

Charge card reallocation cost

Menu | Back | Cancel | System | **Reallocation History** | 1099 Information | Reviewed / Reallocated | Refresh | Sort

Selections

Card Number: 00000000000026654
 Bureau: L000
 Transaction Date: to
 Bank Posting Date: to
 Cost Center: to

Select the **Reallocation History** button.

Rev	His...	1099 ...	1099 ...	Grn. Cat.	Vendor Name	Bank Posti...	Purch date	Transactio...	Trans
			✓		DEPARTMENT OF EDUCATION	01/15/2008	01/11/2008	01/15/2008	3,000
		✓			DEPARTMENT OF EDUCATION	01/15/2008	01/11/2008	01/15/2008	3,000
		✓			DEPARTMENT OF EDUCATION	01/15/2008	01/11/2008	01/15/2008	3,000
		✓			Department of Education	05/03/2008	05/01/2008	05/02/2008	3,000
		✓			APPLIED IND TECH 0101	01/16/2008	01/12/2008	01/15/2008	12.99
		✓			Department of Labor	05/03/2008	05/01/2008	05/02/2008	3,000
		✓			Department of Education	05/03/2008	05/01/2008	05/02/2008	3,000
					GATEWAY	06/11/2008	05/01/2008	05/02/2008	3,000
					DEPARTMENT OF EDUCATION	01/15/2008	01/11/2008	01/15/2008	3,000
					GATEWAY	06/11/2008	05/02/2008	05/01/2008	3,000
					GATEWAY	06/11/2008	05/02/2008	05/01/2008	3,000

- 6) Select the box to the left of the transaction you want to reallocate.

Charge Card Cost

Charge Card Reallocation Cost History

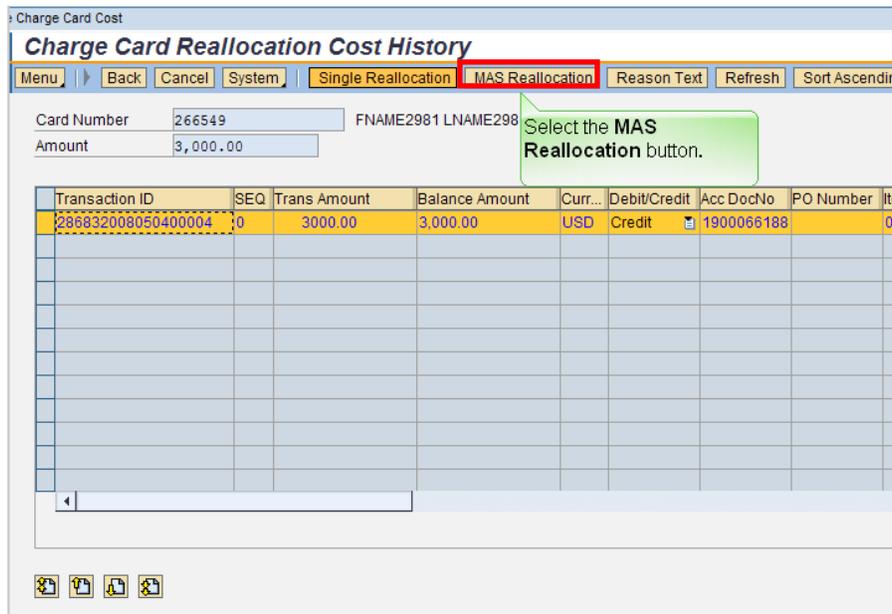
Menu | Back | Cancel | System | Single Reallocation | MAS Reallocation | Reason Text | Refresh | Sort Ascending

Card Number: 266549 FNAME2981 LNAME2981
 Amount: 3,000.00

Transaction ID	SEQ	Trans Amount	Balance Amount	Curr...	Debit/Credit	Acc DocNo	PO Number	lte
286832008050400004	0	3000.00	3,000.00	HSD	Credit	1900066188		0

Select the box to the left of the transaction to be reallocated.

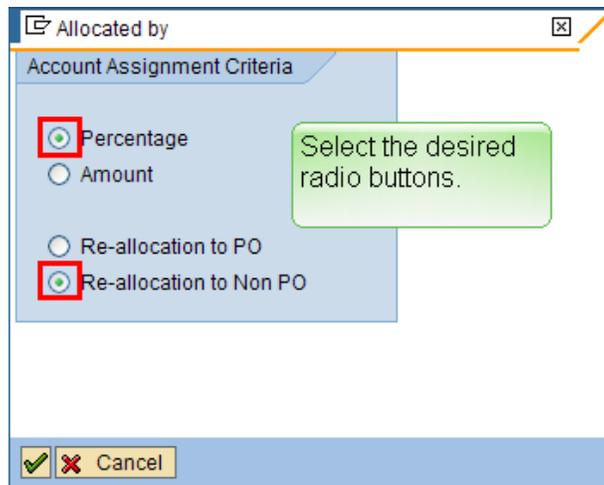
7) Select **MAS Reallocation** the **MAS Reallocation** button.



The screenshot shows the 'Charge Card Cost History' window. At the top, there is a menu bar with buttons: Menu, Back, Cancel, System, Single Reallocation, MAS Reallocation (highlighted with a red box), Reason Text, Refresh, and Sort Ascending. Below the menu bar, there are input fields for Card Number (266549), FNAME2981 LNAME298, and Amount (3,000.00). A green callout box points to the MAS Reallocation button with the text 'Select the MAS Reallocation button.' Below the input fields is a table with the following data:

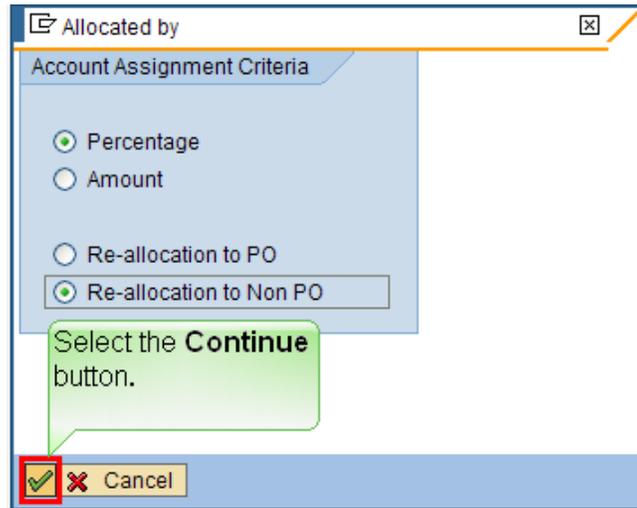
Transaction ID	SEQ	Trans Amount	Balance Amount	Curr...	Debit/Credit	Acc DocNo	PO Number	Itte
266832008050400004	0	3000.00	3,000.00	USD	Credit	1900066188		0

8) In the Account Assignment Criteria window, select the **radio buttons** controlling how the distribution is handled (by **percentage or amount**) and if reallocating to a **purchase order (PO) or non-PO**.



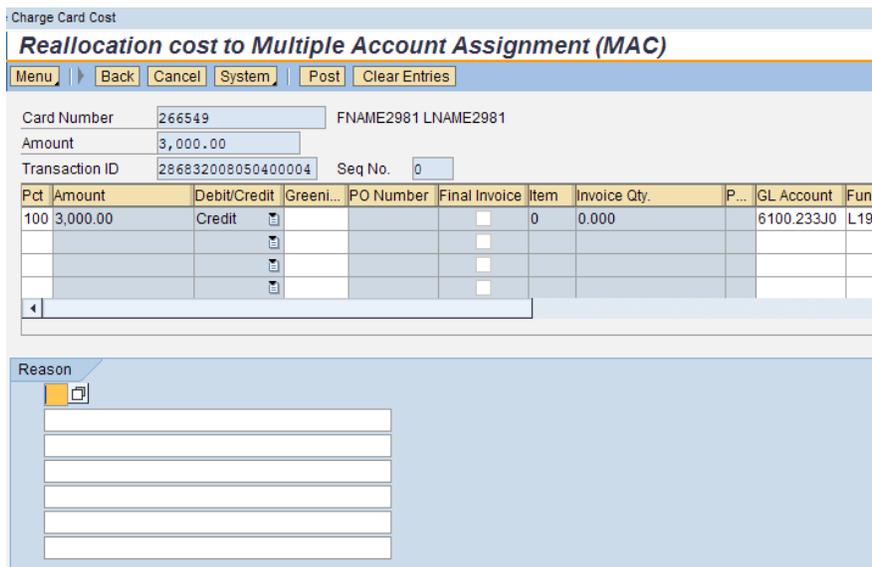
The screenshot shows the 'Account Assignment Criteria' window. It contains four radio buttons: Percentage (selected and highlighted with a red box), Amount, Re-allocation to PO, and Re-allocation to Non PO (selected and highlighted with a red box). A green callout box points to the radio buttons with the text 'Select the desired radio buttons.' At the bottom of the window, there are buttons for a checkmark and a red X, with the text 'Cancel' next to the red X button.

9) Select  the **Continue** button.



 The following steps are used to perform a reallocation by percentage.

10) Review the current allocation information and note the Pct field is currently at 100.



 Reallocations performed to transfer the charge card transaction from the defaulted commitment item (formerly called Budget Object Class or BOC) to a different commitment item are accomplished by reallocating to a different G/L (General Ledger) Account.

In FBMS, the G/L Account is comprised of the 6100 GL Account followed by a period, then the commitment item and a zero. The GL Account 6100 represents an expenditure. For example, the GL Account for per diem is 6100.211D0.

11) Type the **percentage** to remain on the original transaction and press the **Enter** key on your keyboard.

Charge Card Cost

Reallocation cost to Multiple Account Assignment (MAC)

Menu | Back | Cancel | System | Post | Clear Entries

Card Number: 266549 FNAME2981 LNAME2981
 Amount: 3,000.00
 Transaction ID: 286832008050400004 Seq No.: 0

Pct	Amount	Debit/Credit	Greeni...	PO Number	Final Invoice	Item	Invoice Qty.	P...	GL Account	Func
0	3,000.00	Credit				0	0.000		6100.233J0	L199

Type the **percentage** to remain on the original transaction and press the **Enter** key on your keyboard.

Reason

 FBMS automatically splits the percentage for the next line item and copies in the original GL Account.

12) Type the new **G/L Account** Number.

Charge Card Cost

Reallocation cost to Multiple Account Assignment (MAC)

Menu | Back | Cancel | System | Post | Clear Entries

Card Number: 266549 FNAME2981 LNAME2981
 Amount: 3,000.00
 Transaction ID: 286832008050400004 Seq No.: 0

Pct	Amount	Debit/Credit	Greeni...	PO Number	Final Invoice	Item	Invoice Qty.	P...	GL Account	Func
70	2,100.00	Credit				0	0.000		6100.233J0	L199
30	900.00	Credit				0	0.000		6100.233J0	

FBMS splits the percentage.

Type the new **G/L Account** number.

Reason

13) If necessary, you can type in a new **Functional Area** and **Cost Center** for the new line item.

Charge Card Cost

Reallocation cost to Multiple Account Assignment (MAC)

Menu | Back | Cancel | System | Post | Clear Entries

Card Number: 266549 FNAME2981 LNAME2981
 Amount: 3,000.00
 Transaction ID: 286832008050400004 Seq No.: 0

ce	Item	Invoice Qty.	P...	GL Account	Functional Area	Cost Center	Fund	WBS Element
0	0.000			6100.233J0	L19900000.DB0000	LLAZ950000		
0	0.000			6100.264A0	L19900000.DB0000	LLAZ950000		

Type in a new **Functional Area** and **Cost Center** if necessary.

Reason

14) Select **Post** the **Post** button.

Charge Card Cost

Reallocation cost to Multiple Account Assignment (MAC)

Menu | Back | Cancel | System | **Post** | Clear Entries

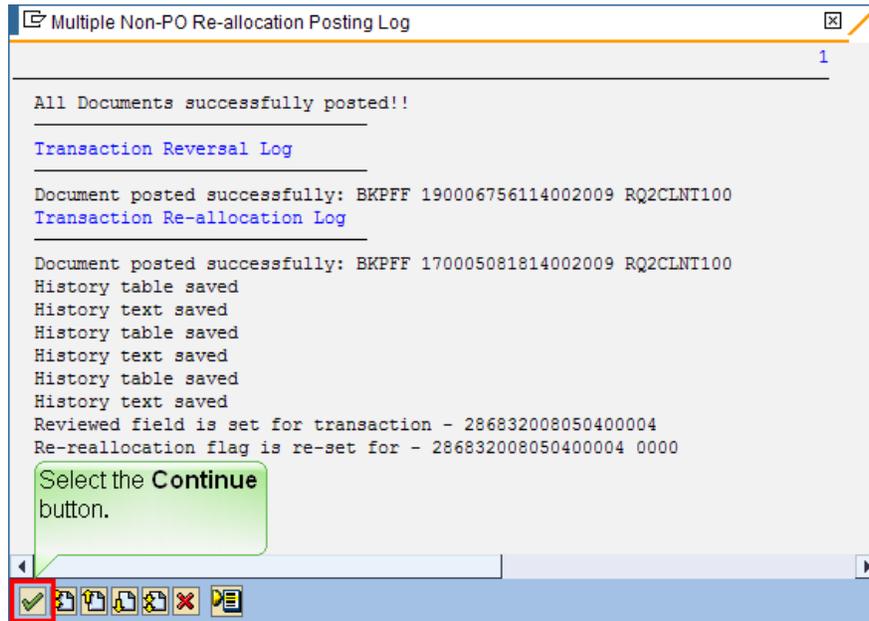
Card Number: 266549
 Amount: 3,000.00
 Transaction ID: 286832008050400004

ce	Item	Invoice Qty.	P...	GL Account	Functional Area	Cost Center	Fund	WBS Element
0	0.000			6100.233J0	L19900000.DB0000	LLAZ950000		
0	0.000			6100.264A0	L19900000.DB0000	LLAZ950000		

Select the **Post** button.

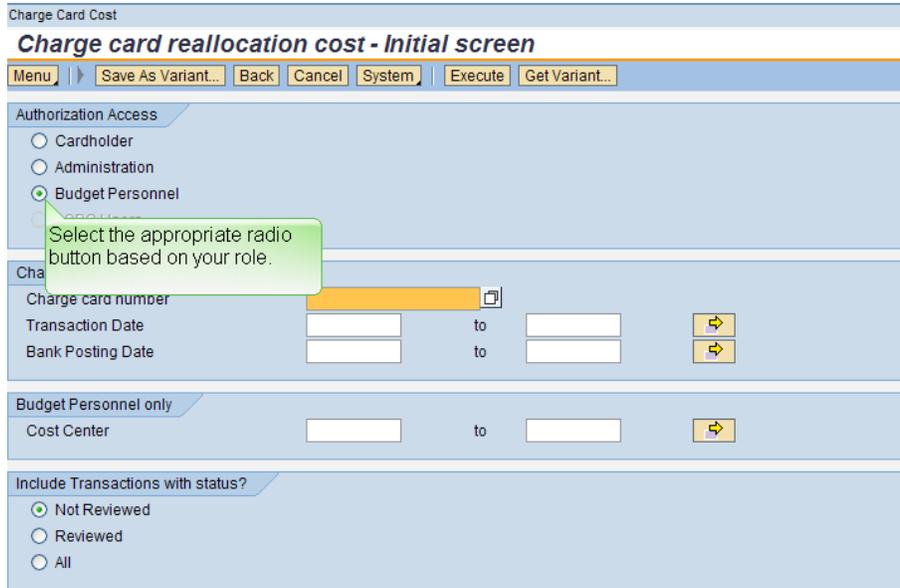
Reason

15) Select  the **Continue** button.



Reallocate to a Purchase Order

- 1) In the Authorization Access section, **select** the appropriate **radio button** based on your role.



Charge Card Cost
Charge card reallocation cost - Initial screen

Menu | Save As Variant... | Back | Cancel | System | Execute | Get Variant...

Authorization Access

- Cardholder
- Administration
- Budget Personnel
- AOPC Users

Charge Card

Charge card number [] []

Transaction Date [] to [] []

Bank Posting Date [] to [] []

Budget Personnel only

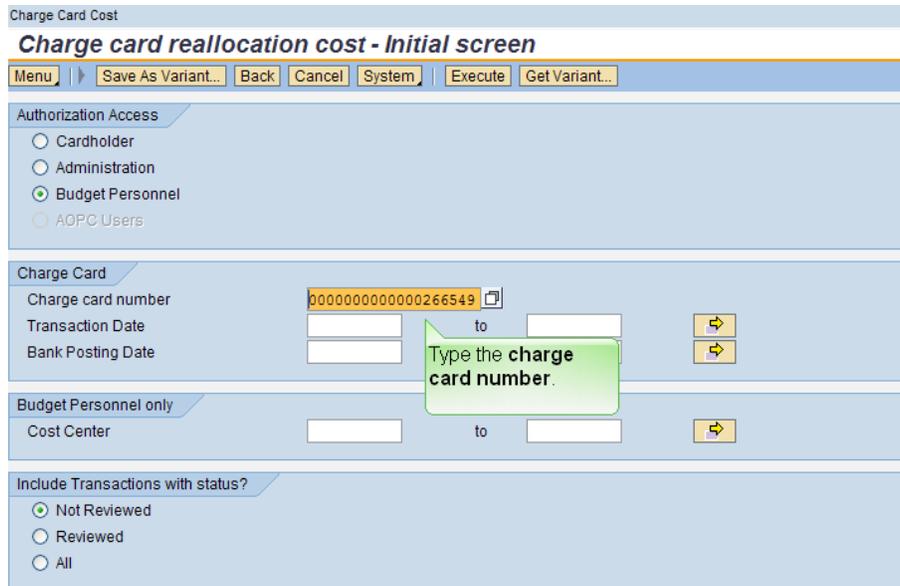
Cost Center [] to [] []

Include Transactions with status?

- Not Reviewed
- Reviewed
- All

A green callout box points to the 'Budget Personnel' radio button with the text: "Select the appropriate radio button based on your role."

- 2) Type the charge card number in the **Charge card number** field, or search for it using the drop-down menu to the right of the field.



Charge Card Cost
Charge card reallocation cost - Initial screen

Menu | Save As Variant... | Back | Cancel | System | Execute | Get Variant...

Authorization Access

- Cardholder
- Administration
- Budget Personnel
- AOPC Users

Charge Card

Charge card number 0000000000000266549 []

Transaction Date [] to [] []

Bank Posting Date [] to [] []

Budget Personnel only

Cost Center [] to [] []

Include Transactions with status?

- Not Reviewed
- Reviewed
- All

A green callout box points to the 'Charge card number' field with the text: "Type the charge card number."

3) Select **Execute** the **Execute** button.

Charge Card Cost

Charge card reallocation cost - Initial screen

Menu | Save As Variant... | Back | Cancel | System | **Execute** | Get Variant...

Authorization Access

Cardholder
 Administration
 Budget Personnel
 AOPC Users

Charge Card

Charge card number: 000000000000266549
 Transaction Date: [] to []
 Bank Posting Date: [] to []

Budget Personnel only

Cost Center: [] to []

Include Transactions with status?

Not Reviewed
 Reviewed
 All

4) Select the box to the left of the transaction you want to reallocate.

Charge Card Cost

Charge card reallocation cost

Menu | Back | Cancel | System | Reallocation History | 1099 Information | Reviewed / Reallocated | Refresh | Sort

Transaction Date: [] to []
 Bank Posting Date: [] to []
 Cost Center: [] to []

Rev	His...	1099 ...	1099 ...	Grn. Cat.	Vendor Name	Bank Posti...	Purch date	Transactio...	Transf
			✓		DEPARTMENT OF EDUCATION	01/15/2008	01/11/2008	01/15/2008	3,000.
			✓		DEPARTMENT OF EDUCATION	01/15/2008	01/11/2008	01/15/2008	3,000.
					Department of Education	05/03/2008	05/01/2008	05/02/2008	3,000.
					APPLIED IND TECH 0101	01/16/2008	01/12/2008	01/15/2008	12.99
					Department of Labor	05/03/2008	05/01/2008	05/02/2008	3,000.
					GATEWAY	06/11/2008	05/02/2008	05/01/2008	3,000.
					GATEWAY	06/11/2008	05/02/2008	05/01/2008	3,000.
					DELL	06/11/2008	05/02/2008	05/01/2008	3,000.
					GATEWAY	05/03/2008	05/01/2008	05/02/2008	3,000.
					Department of Labor	05/03/2008	05/01/2008	05/02/2008	3,000.
					Department of Labor	05/03/2008	05/01/2008	05/02/2008	3,000.
					Department of Labor	05/03/2008	05/01/2008	05/02/2008	3,000.
					JOE'S GAS	10/11/2008	10/12/2008	10/13/2008	45.00
					SUN OIL	10/01/2008	10/03/2008	10/01/2008	27.00
					JOE'S GAS	10/11/2008	10/12/2008	09/29/2008	45.00

5) Select **Reallocation History** the **Reallocation History** button.

Charge Card Cost

Charge card reallocation cost

Menu | Back | Cancel | System | **Reallocation History** | 1099 Information | Reviewed / Reallocated | Refresh | Sort

Transaction Date: [] to []
 Bank Posting Date: [] to []
 Cost Center: [] to []

Select the **Reallocation History** button.

Rev	His...	1099 ...	1099 ...	Grn. Cat	Vendor Name	Bank Posti...	Purch date	Transactio...	Transr
			✓		DEPARTMENT OF EDUCATION	01/15/2008	01/11/2008	01/15/2008	3,000.
		✓			DEPARTMENT OF EDUCATION	01/15/2008	01/11/2008	01/15/2008	3,000.
		✓			Department of Education	05/03/2008	05/01/2008	05/02/2008	3,000.
		✓			APPLIED IND TECH 0101	01/16/2008	01/12/2008	01/15/2008	12.99
		✓			Department of Labor	05/03/2008	05/01/2008	05/02/2008	3,000.
		✓			GATEWAY	06/11/2008	05/02/2008	05/01/2008	3,000.
		✓			GATEWAY	06/11/2008	05/02/2008	05/01/2008	3,000.
		✓			DELL	06/11/2008	05/02/2008	05/01/2008	3,000.
					GATEWAY	05/03/2008	05/01/2008	05/02/2008	3,000.
					Department of Labor	05/03/2008	05/01/2008	05/02/2008	3,000.
			✓		Department of Labor	05/03/2008	05/01/2008	05/02/2008	3,000.
					Department of Labor	05/03/2008	05/01/2008	05/02/2008	3,000.
					JOE'S GAS	10/11/2008	10/12/2008	10/13/2008	45.00
					SUN OIL	10/01/2008	10/03/2008	10/01/2008	27.00
					JOE'S GAS	10/11/2008	10/12/2008	09/29/2008	45.00

6) Select the box to the left of the Transaction being reallocated.

Charge Card Cost

Charge Card Reallocation Cost History

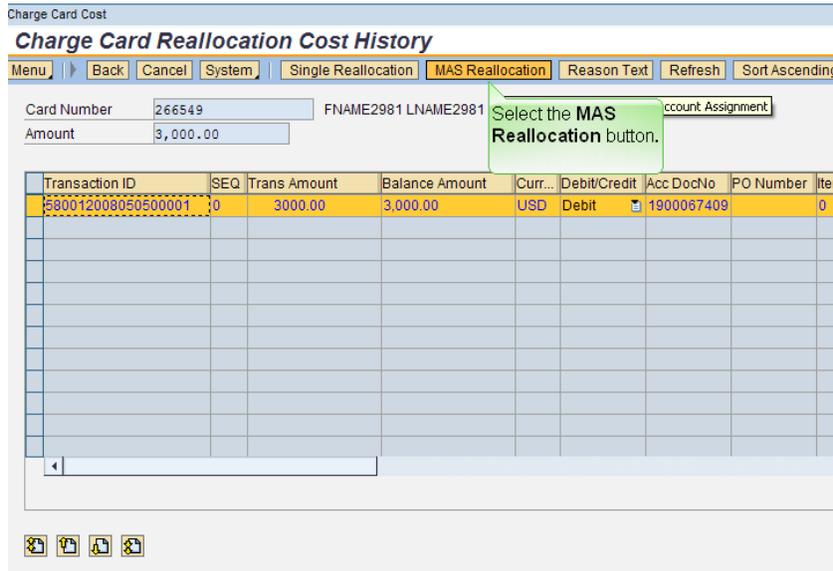
Menu | Back | Cancel | System | **Single Reallocation** | MAS Reallocation | Reason Text | Refresh | Sort Ascending

Card Number: 266549 FNAME2981 LNAME2981
 Amount: 3,000.00

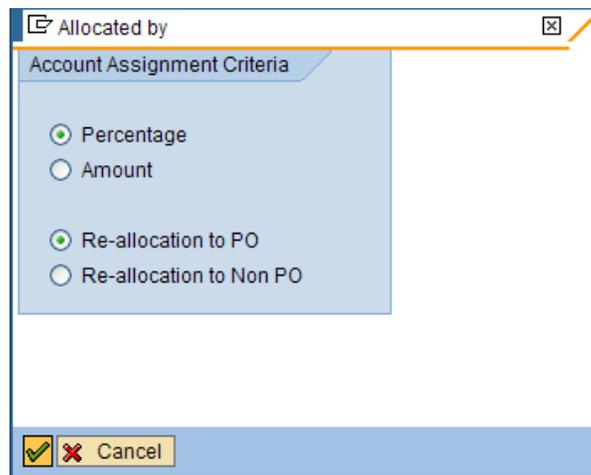
Transaction ID	SEQ	Trans Amount	Balance Amount	Curr...	Debit/Credit	Acc DocNo	PO Number	Iter
580012008050500001	0	3000.00	3,000.00	USD	Debit	1900067409		0

Select the box to the left of the Transaction ID being reallocated.

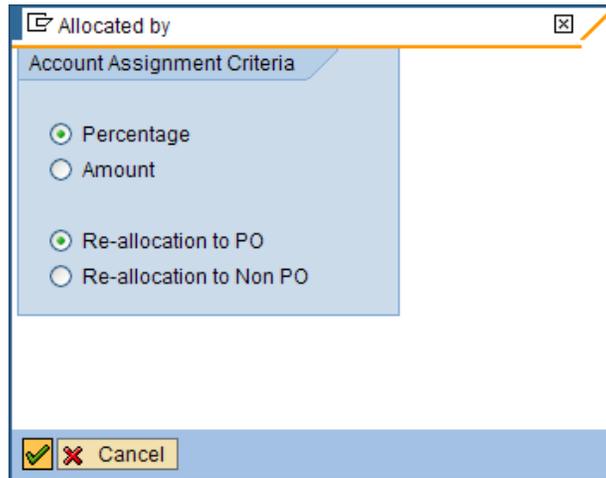
7) Select **MAS Reallocation** the **MAS Reallocation** button.



8) In the Account Assignment Criteria window, select the **radio buttons** controlling how the distribution is handled (by **percentage or amount**) and the **Re-allocation to PO** radio button.



9) Select  the **Continue** button.

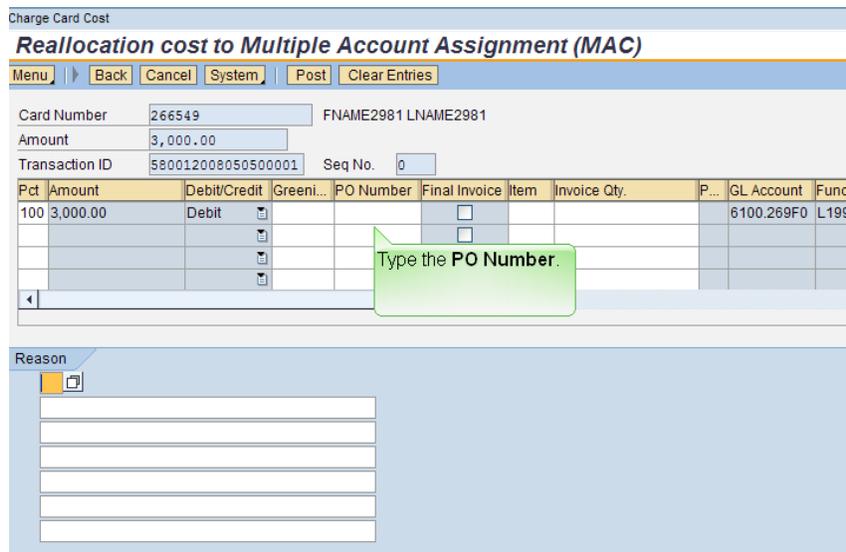


The dialog box titled "Allocated by" contains the following options:

- Percentage
- Amount
- Re-allocation to PO
- Re-allocation to Non PO

At the bottom, there is a **Continue** button with a checkmark icon and a **Cancel** button with an 'X' icon.

10) Type the **Purchase Order Number** in the PO Number field.



Charge Card Cost
Reallocation cost to Multiple Account Assignment (MAC)

Menu | Back | Cancel | System | Post | Clear Entries

Card Number: 266549 FNAME2981 LNAME2981
Amount: 3,000.00
Transaction ID: 580012008050500001 Seq No. 0

Pct	Amount	Debit/Credit	Greeni...	PO Number	Final Invoice	Item	Invoice Qty.	P...	GL Account	Functi
100	3,000.00	Debit			<input type="checkbox"/>				6100.269FO	L1990
					<input type="checkbox"/>					
										
										

Type the **PO Number**.

Reason



11) Type the **line item number** from the Purchase Order in the **Item** field.

Charge Card Cost

Reallocation cost to Multiple Account Assignment (MAC)

Menu | Back | Cancel | System | Post | Clear Entries

Card Number: 266549 FNAME2981 LNAME2981
 Amount: 3,000.00
 Transaction ID: 587922008050500001 Seq No. 0

Pct	Amount	Debit/Credit	Greeni...	PO Number	Final Invoice	Item	Invoice Qty.	P...	GL Account	Func
100	3,000.00	Debit	<input checked="" type="checkbox"/>	4500002876	<input type="checkbox"/>	<input type="text"/>			6100.269F0	L199

Type the **line item number** from the purchase order.

Reason

12) Select **Post** the **Post** button.

Charge Card Cost

Reallocation cost to Multiple Account Assignment (MAC)

Menu | Back | Cancel | System | Post | Clear Entries

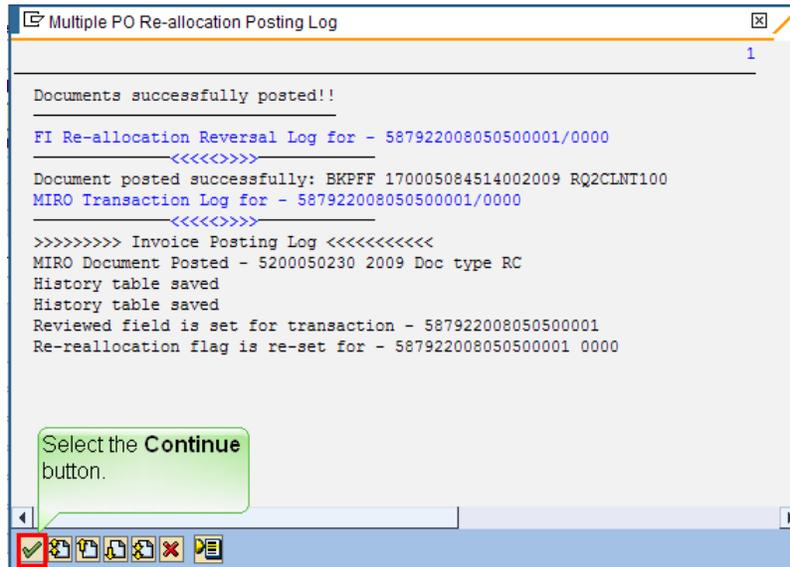
Card Number: 266549
 Amount: 3,000.00
 Transaction ID: 587922008050500001

Pct	Amount	Debit/Credit	Greeni...	PO Number	Final Invoice	Item	Invoice Qty.	P...	GL Account	Func
100	3,000.00	Debit	<input checked="" type="checkbox"/>	4500002876	<input type="checkbox"/>	10			6100.269F0	L199

Select the **Post** button to complete the transaction.

Reason

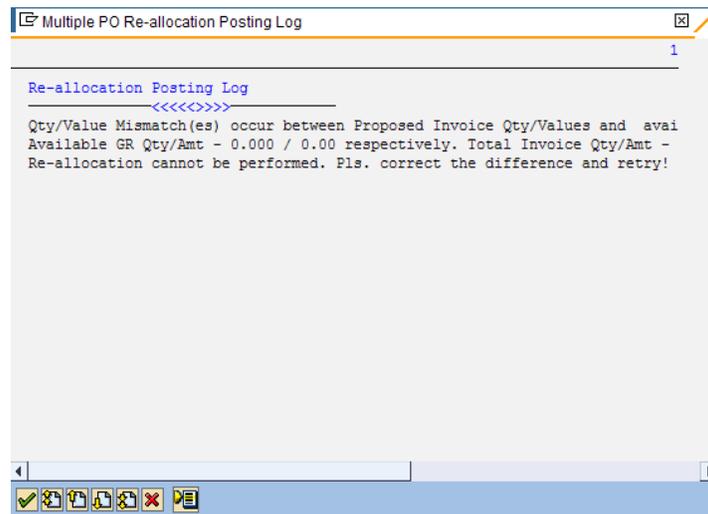
13) Select  the **Continue** button.



 This message indicates a successful submission and is displayed only if a Goods Receipt has been completed.

 A Goods Receipt (GR) must be completed in FBMS by the Contracting Officer's Representative (COR) or Receiving Official (RO) when the goods on a purchase order are received. This completes the 3-way match of a Purchase Order, Invoice, and Goods Receipt that is required for payment to be made to a vendor. You must wait for the COR/RO to complete the goods receipt before you can perform the reallocation.

If a Goods Receipt has not been completed, you will receive the following message:



Performing Maintenance Tasks When Doing Allocations

Helpful Hints:

Before you begin performing maintenance tasks it is important to know the following information:

- There are 3 transaction maintenance tasks that you can do at the same time you are completing your reallocations:
 - Manage vendor 1099 information – If a convenience check was used for the transaction, the vendor 1099 information needs to be created or updated in FBMS to facilitate accurate tax reporting. All convenience check writers are responsible for creating or updating 1099 information for convenience check purchases.
 - Mark purchases as ‘greening’ – If a charge card purchase was for an environmentally safe or friendly product, it should be flagged as a “greening” purchase to facilitate reporting for the DOI greening initiative.
 - Mark transactions as reviewed – When you reallocate a purchase, you have the option of marking that purchase as reviewed/reallocated. When you return to your purchases to reallocate charges, you have the option to select either those purchases that have not yet been reviewed/reallocated, or you can select the purchases that have already been flagged as reviewed/reallocated. This narrows down the charge card purchases you have to review, and you will not have to review those that you have already handled.

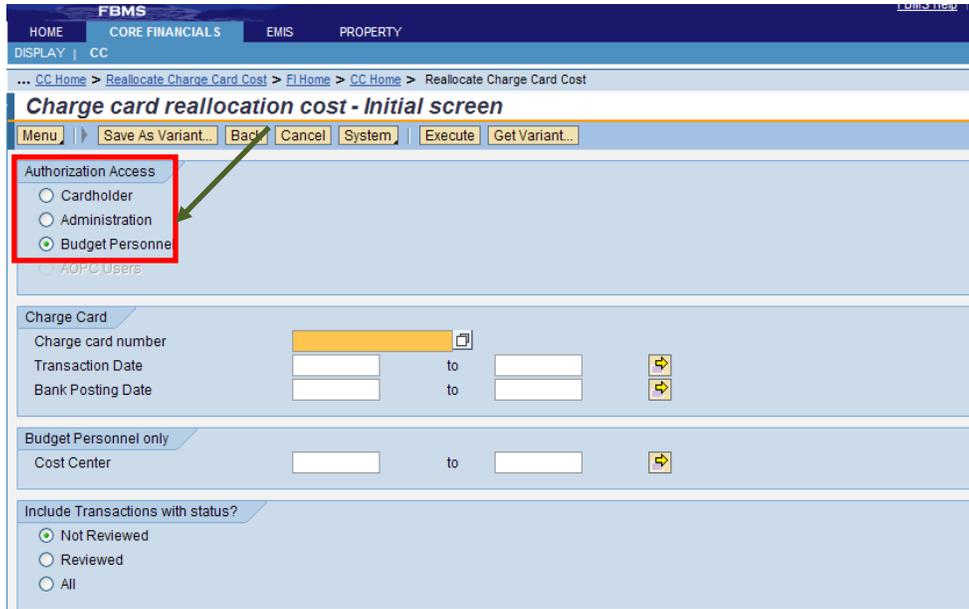
Let’s Begin:

Use the following portal path to begin this transaction

- Select **CORE FINANCIALS** tab → **CC** tab → **Reallocate Card Cost** to go to the *Charge card reallocation cost Initial* screen.

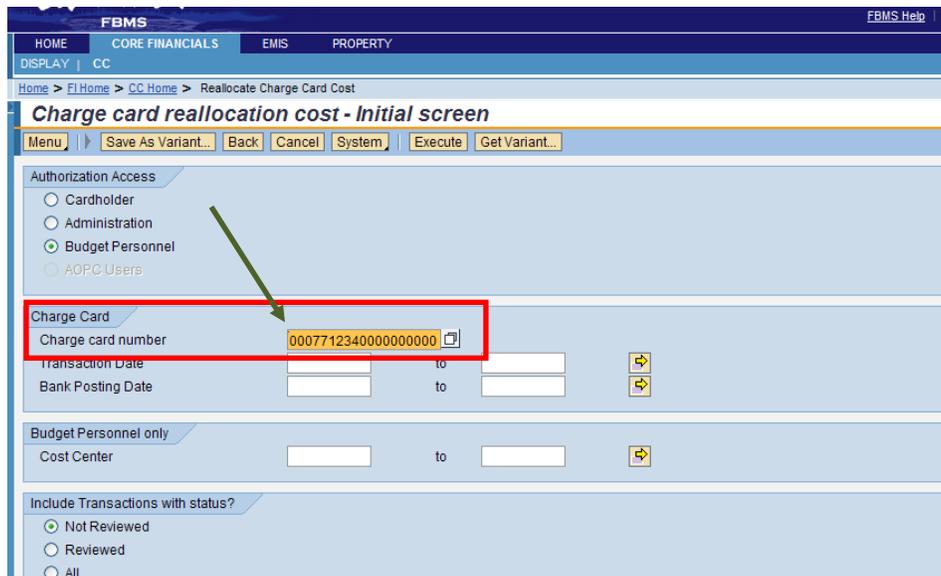
Update Vendor 1099 Information

- 1) In the Authorization Access section, **select** the appropriate **radio button** based on your role.



The screenshot shows the 'Charge card reallocation cost - Initial screen' in the FBMS system. The 'Authorization Access' section is highlighted with a red box, and the 'Budget Personnel' radio button is selected. A green arrow points to this button. The 'Charge Card' section contains fields for 'Charge card number', 'Transaction Date', and 'Bank Posting Date'. The 'Budget Personnel only' section contains a 'Cost Center' field. The 'Include Transactions with status?' section has radio buttons for 'Not Reviewed', 'Reviewed', and 'All'.

- 2) Type the charge card number in the **Charge card number** field, or search for it using the drop-down to the right of the field.



The screenshot shows the 'Charge card reallocation cost - Initial screen' in the FBMS system. The 'Charge card number' field is highlighted with a red box and contains the value '000771234000000000'. A green arrow points to this field. The 'Authorization Access' section is also visible, with the 'Budget Personnel' radio button selected.

- 3) Select **Execute** the **Execute** button.

The screenshot shows the 'Charge card reallocation cost - Initial screen' in the FBMS system. The menu bar includes 'Execute', which is highlighted with a red box and a green arrow. Other menu options include 'Save As Variant...', 'Back', 'Cancel', 'System', and 'Get Variant...'. The form contains sections for 'Authorization Access' (with radio buttons for Cardholder, Administration, Budget Personnel, and AOPC Users), 'Charge Card' (with fields for Charge card number, Transaction Date, and Bank Posting Date), 'Budget Personnel only' (with a Cost Center field), and 'Include Transactions with status?' (with radio buttons for Not Reviewed, Reviewed, and All).

- 4) Select the box to the left of the transaction line item that you want to add the vendor information.

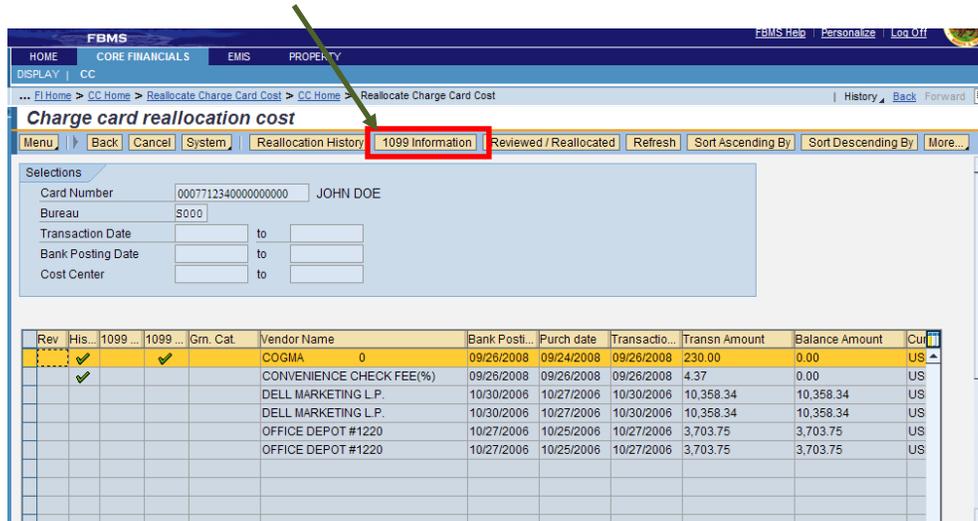
The screenshot shows the 'Charge card reallocation cost' transaction list in the FBMS system. A red box highlights the selection checkbox in the first row of the table, with a green arrow pointing to it. The table has columns for 'Rev', 'His...', '1099...', '1099...', 'Gm. Cat', 'Vendor Name', 'Bank Posti.', 'Purch date', 'Transactio...', 'Transn Amount', 'Balance Amount', and 'Cur'. The first row is highlighted in yellow.

Rev	His...	1099...	1099...	Gm. Cat	Vendor Name	Bank Posti.	Purch date	Transactio...	Transn Amount	Balance Amount	Cur
<input checked="" type="checkbox"/>		✓	✓		COGMA 0	09/26/2008	09/24/2008	09/26/2008	230.00	0.00	US
					CONVENIENCE CHECK FEE(%)	09/26/2008	09/26/2008	09/26/2008	4.37	0.00	US
					DELL MARKETING L.P.	10/30/2006	10/27/2006	10/30/2006	10,358.34	10,358.34	US
					DELL MARKETING L.P.	10/30/2006	10/27/2006	10/30/2006	10,358.34	10,358.34	US
					OFFICE DEPOT #1220	10/27/2006	10/25/2006	10/27/2006	3,703.75	3,703.75	US
					OFFICE DEPOT #1220	10/27/2006	10/25/2006	10/27/2006	3,703.75	3,703.75	US



When the box is selected, the entire line is highlighted.

5) Select **1099 Information** the **1099 Information** button.



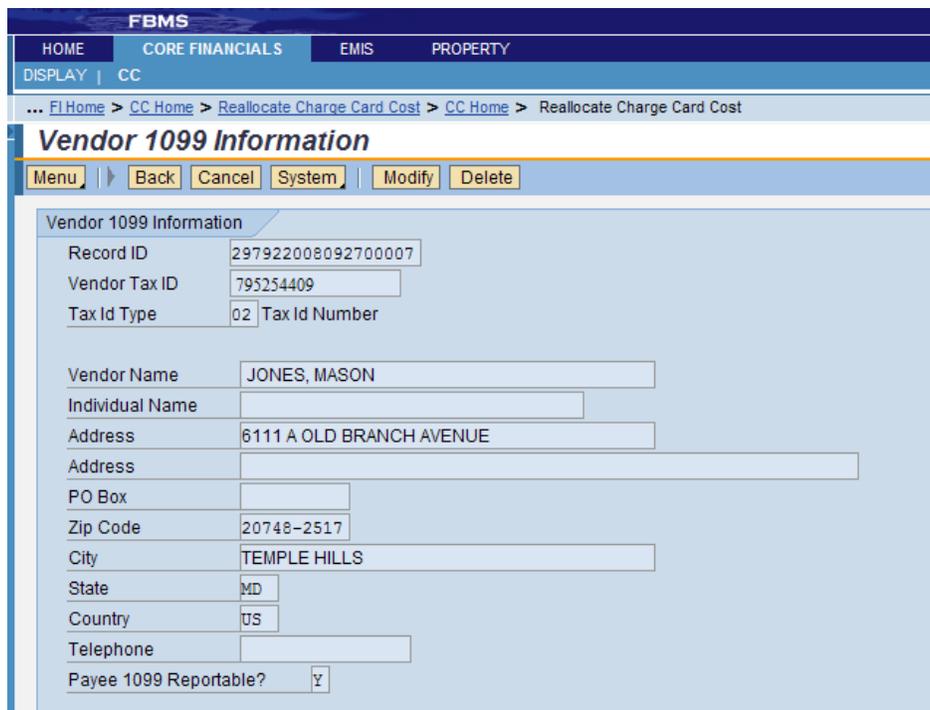
Charge card reallocation cost

Menu | Back | Cancel | System | Reallocation History | **1099 Information** | Reviewed / Reallocated | Refresh | Sort Ascending By | Sort Descending By | More...

Selections
 Card Number: 000771234000000000 JOHN DOE
 Bureau: S000
 Transaction Date: to
 Bank Posting Date: to
 Cost Center: to

Rev	His	1099	1099	Grn. Cat.	Vendor Name	Bank Posti.	Purch date	Transactio.	Transn Amount	Balance Amount	Cur
		✓	✓		COGMA 0	09/26/2008	09/24/2008	09/26/2008	230.00	0.00	US
		✓			CONVENIENCE CHECK FEE(%)	09/26/2008	09/26/2008	09/26/2008	4.37	0.00	US
					DELL MARKETING L.P.	10/30/2006	10/27/2006	10/30/2006	10,358.34	10,358.34	US
					DELL MARKETING L.P.	10/30/2006	10/27/2006	10/30/2006	10,358.34	10,358.34	US
					OFFICE DEPOT #1220	10/27/2006	10/25/2006	10/27/2006	3,703.75	3,703.75	US
					OFFICE DEPOT #1220	10/27/2006	10/25/2006	10/27/2006	3,703.75	3,703.75	US

6) FBMS displays the *Vendor 1099 information* screen.



Vendor 1099 Information

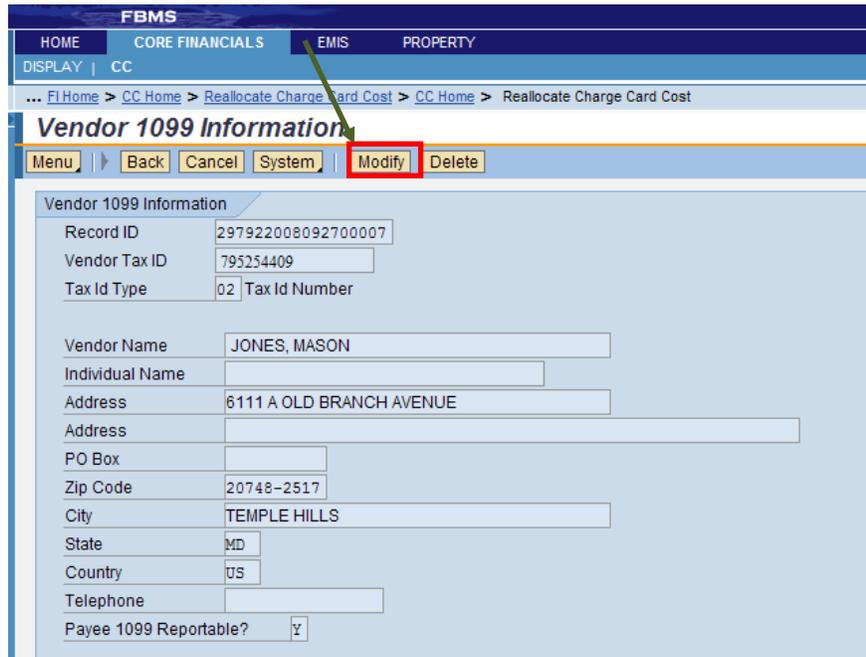
Menu | Back | Cancel | System | Modify | Delete

Vendor 1099 Information

Record ID: 297922008092700007
 Vendor Tax ID: 795254409
 Tax Id Type: 02 Tax Id Number

Vendor Name: JONES, MASON
 Individual Name:
 Address: 6111 A OLD BRANCH AVENUE
 Address:
 PO Box:
 Zip Code: 20748-2517
 City: TEMPLE HILLS
 State: MD
 Country: US
 Telephone:
 Payee 1099 Reportable?

7) Select **Modify** the **Modify** button.



FBMS
HOME CORE FINANCIALS EMIS PROPERTY
DISPLAY | CC
... FI Home > CC Home > Reallocate Charge Card Cost > CC Home > Reallocate Charge Card Cost

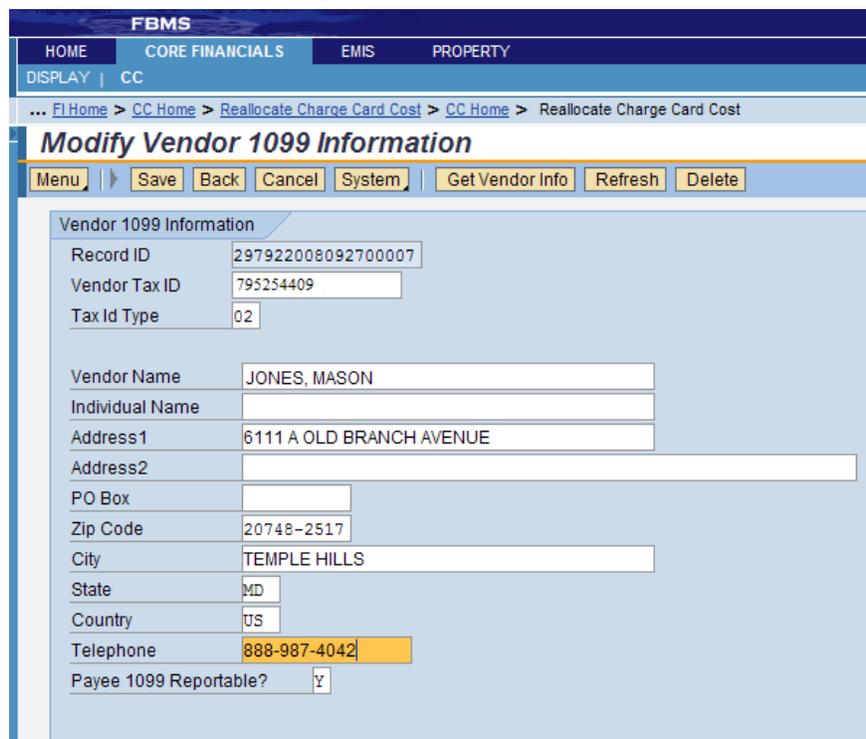
Vendor 1099 Information

Menu | Back Cancel System **Modify** Delete

Vendor 1099 Information

Record ID	297922008092700007
Vendor Tax ID	795254409
Tax Id Type	02 Tax Id Number
Vendor Name	JONES, MASON
Individual Name	
Address	6111 A OLD BRANCH AVENUE
Address	
PO Box	
Zip Code	20748-2517
City	TEMPLE HILLS
State	MD
Country	US
Telephone	
Payee 1099 Reportable?	<input checked="" type="checkbox"/>

8) Type the changes or updates to the vendor record.



FBMS
HOME CORE FINANCIALS EMIS PROPERTY
DISPLAY | CC
... FI Home > CC Home > Reallocate Charge Card Cost > CC Home > Reallocate Charge Card Cost

Modify Vendor 1099 Information

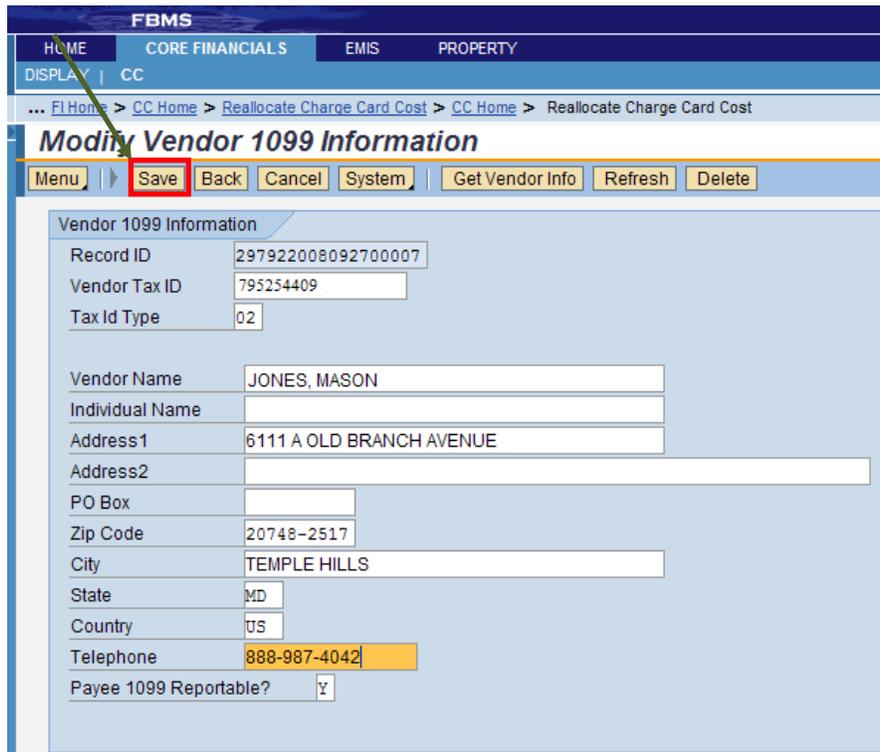
Menu | Save Back Cancel System | Get Vendor Info Refresh Delete

Vendor 1099 Information

Record ID	297922008092700007
Vendor Tax ID	795254409
Tax Id Type	02
Vendor Name	JONES, MASON
Individual Name	
Address1	6111 A OLD BRANCH AVENUE
Address2	
PO Box	
Zip Code	20748-2517
City	TEMPLE HILLS
State	MD
Country	US
Telephone	888-987-4042
Payee 1099 Reportable?	<input checked="" type="checkbox"/>

 All required fields will display a checkmark. The Country field is required on the Vendor 1099 screen.

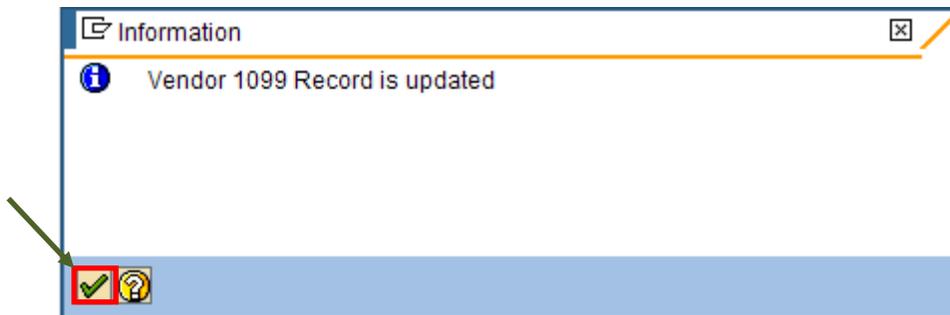
9) Select  the **Save** button to save the revised vendor 1099 information.



Vendor 1099 Information	
Record ID	297922008092700007
Vendor Tax ID	795254409
Tax Id Type	02
Vendor Name	JONES, MASON
Individual Name	
Address1	6111 A OLD BRANCH AVENUE
Address2	
PO Box	
Zip Code	20748-2517
City	TEMPLE HILLS
State	MD
Country	US
Telephone	888-987-4042
Payee 1099 Reportable?	<input checked="" type="checkbox"/>

 FBMS displays the message 'Vendor 1099 Record is updated'.

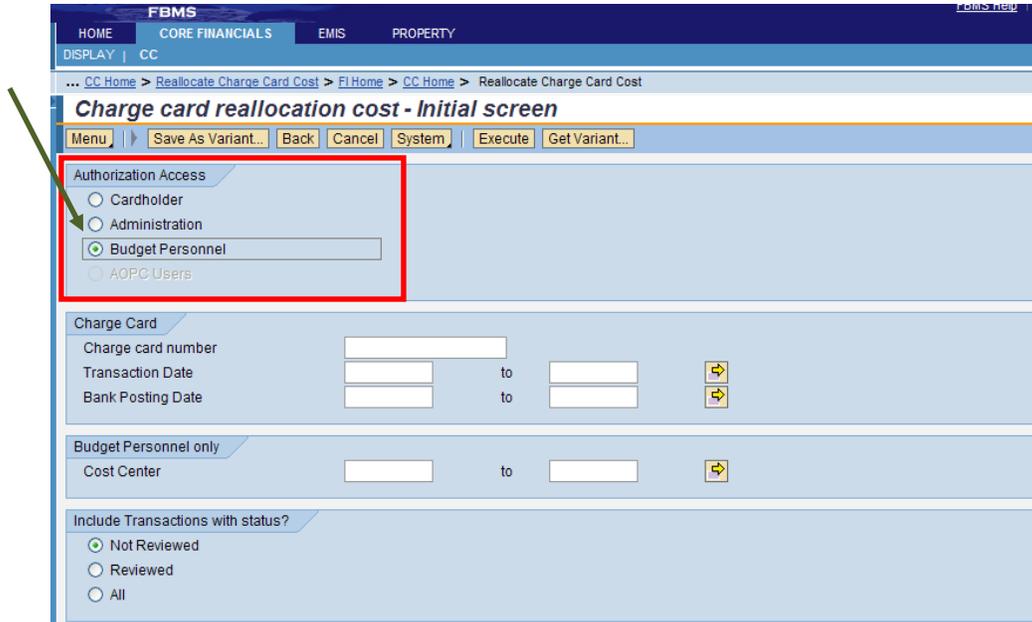
10) Select  the **Continue** button.



11) Select  the **Back** button to return to the *Charge card reallocation cost Initial* screen.

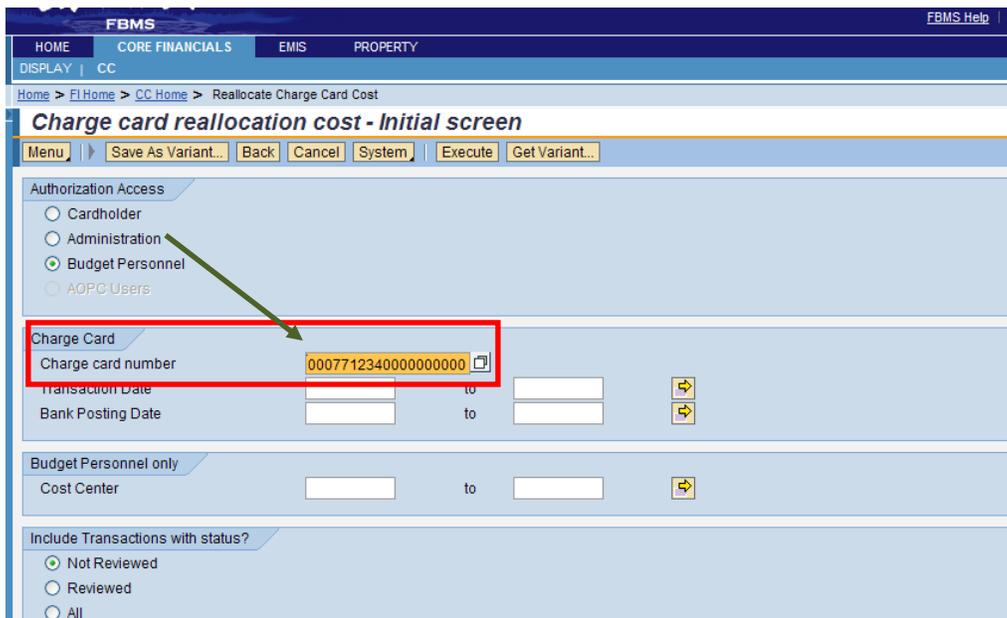
Update a Charge Card Reallocation with Existing Vendor 1099 Information

- 1) In the Authorization Access section, **select** the appropriate **radio button** based on your role.



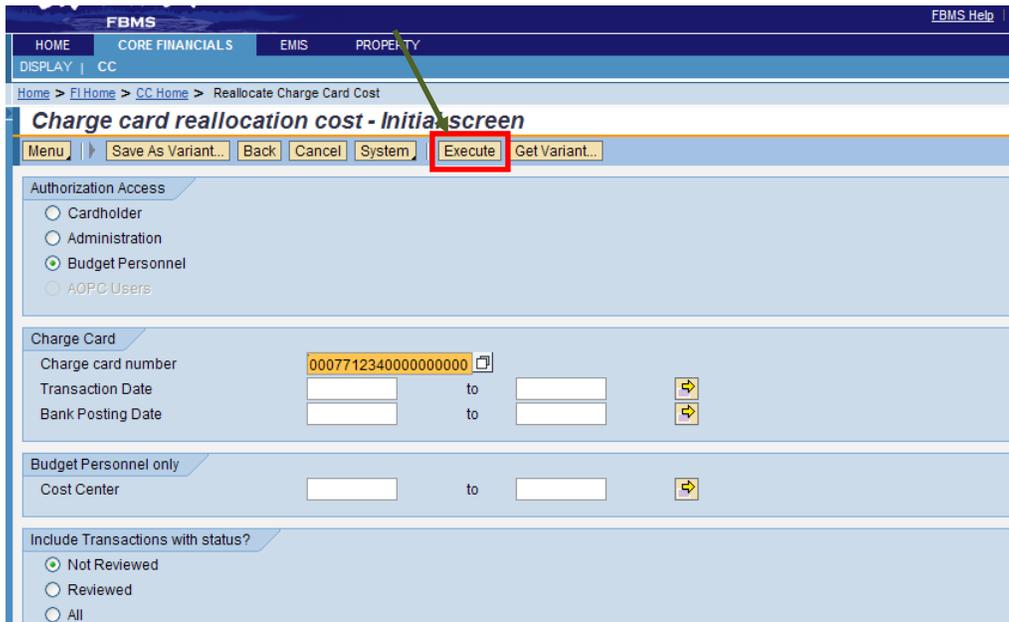
The screenshot shows the 'Charge card reallocation cost - Initial screen' in the FBMS system. The 'Authorization Access' section is highlighted with a red box, and the 'Budget Personnel' radio button is selected. A green arrow points to the 'Budget Personnel' option. The 'Charge Card' section contains fields for 'Charge card number', 'Transaction Date', and 'Bank Posting Date'. The 'Budget Personnel only' section contains a 'Cost Center' field. The 'Include Transactions with status?' section has radio buttons for 'Not Reviewed', 'Reviewed', and 'All'.

- 2) Type the charge card number in the **Charge card number** field, or search for it using the drop-down to the right of the field.



The screenshot shows the 'Charge card reallocation cost - Initial screen' in the FBMS system. The 'Charge card number' field is highlighted with a red box, and the value '000771234000000000' is entered. A green arrow points to the 'Charge card number' field. The 'Authorization Access' section is also visible, with the 'Budget Personnel' radio button selected.

3) Select **Execute** the **Execute** button.



FBMS | HOME | CORE FINANCIALS | EMIS | PROPERTY | FBMS Help | P

DISPLAY | CC

Home > FI Home > CC Home > Reallocate Charge Card Cost

Charge card reallocation cost - Initial screen

Menu | Save As Variant... | Back | Cancel | System | **Execute** | Get Variant...

Authorization Access

Cardholder
 Administration
 Budget Personnel
 AOPC Users

Charge Card

Charge card number: 0007712340000000000
 Transaction Date: [] to []
 Bank Posting Date: [] to []

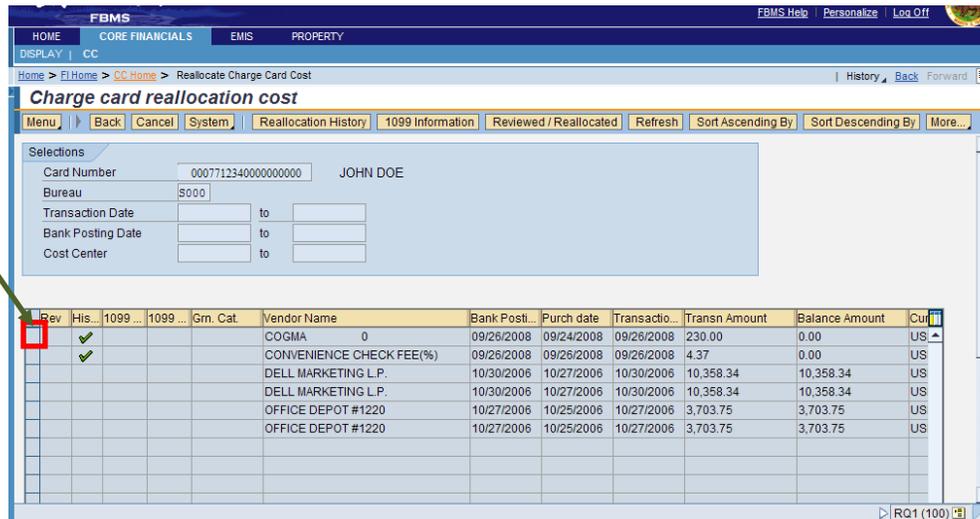
Budget Personnel only

Cost Center: [] to []

Include Transactions with status?

Not Reviewed
 Reviewed
 All

4) Select the box to the left of the transaction line item that you want to manage.



FBMS | HOME | CORE FINANCIALS | EMIS | PROPERTY | FBMS Help | Personalize | Log Off

DISPLAY | CC

Home > FI Home > CC Home > Reallocate Charge Card Cost | History | Back | Forward

Charge card reallocation cost

Menu | Back | Cancel | System | Reallocation History | 1099 Information | Reviewed / Reallocated | Refresh | Sort Ascending By | Sort Descending By | More...

Selections

Card Number: 0007712340000000000 | JOHN DOE
 Bureau: 5000
 Transaction Date: [] to []
 Bank Posting Date: [] to []
 Cost Center: [] to []

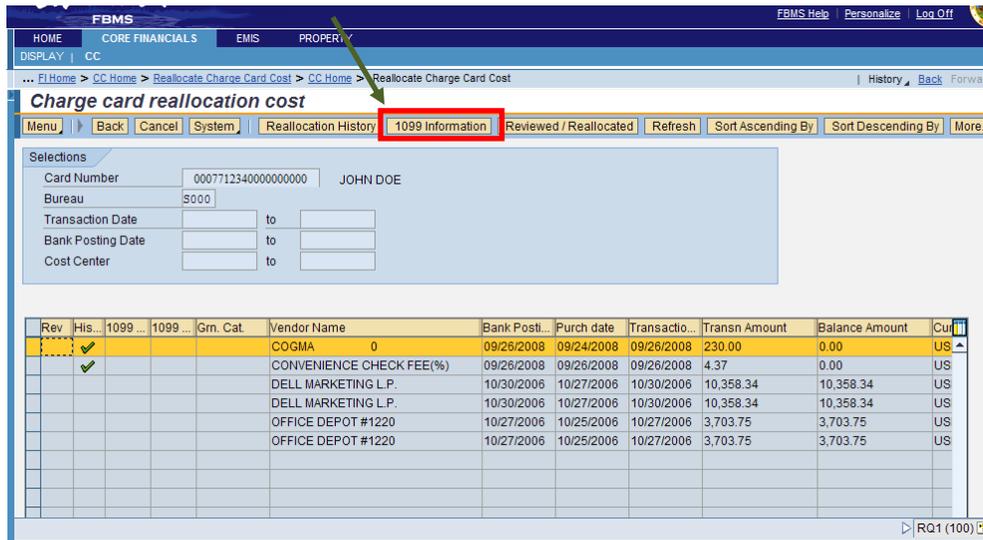
Rev	His...	1099 ...	1099 ...	Grn. Cat	Vendor Name	Bank Posti...	Purch date	Transactio...	Transn Amount	Balance Amount	Cur
<input checked="" type="checkbox"/>					COGMA	0	09/26/2008	09/24/2008	230.00	0.00	US
					CONVENIENCE CHECK FEE(%)		09/26/2008	09/26/2008	4.37	0.00	US
					DELL MARKETING L.P.		10/30/2006	10/27/2006	10,358.34	10,358.34	US
					DELL MARKETING L.P.		10/30/2006	10/27/2006	10,358.34	10,358.34	US
					OFFICE DEPOT #1220		10/27/2006	10/25/2006	3,703.75	3,703.75	US
					OFFICE DEPOT #1220		10/27/2006	10/25/2006	3,703.75	3,703.75	US

RQ1 (100)



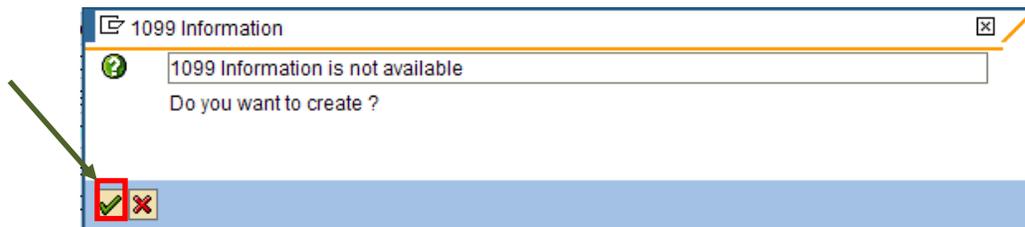
When the box is selected, the entire line is highlighted.

5) Select **1099 Information** the **1099 Information** button.



FBMS displays a window asking if you want to create the information.

6) Select the **Continue** button to create the 1099 information.

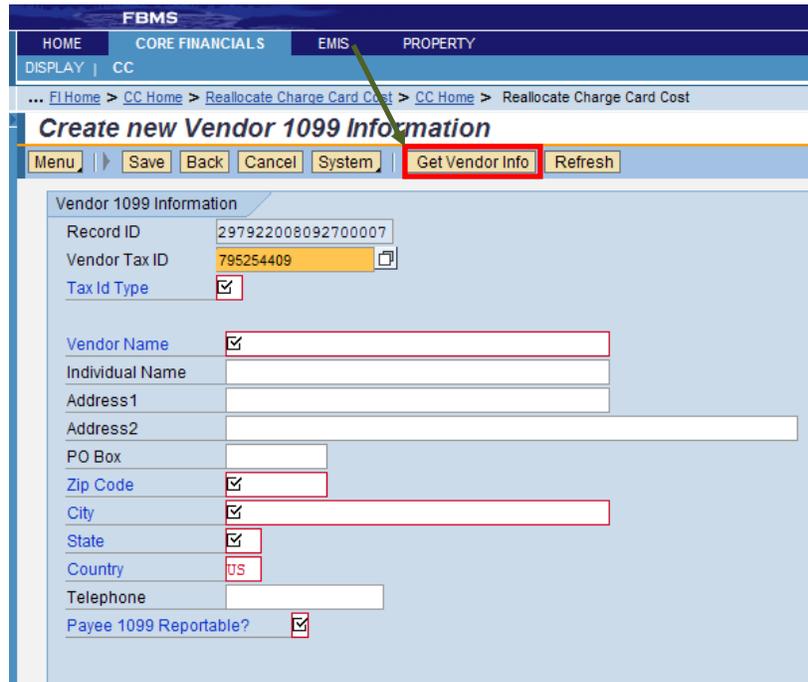


FBMS displays the *Create new Vendor 1099 information* screen.

 If the Vendor Tax ID is not known, you can use  the **search button** to find the Vendor Tax ID.

7) If the vendor information is blank, type the **Vendor Tax ID** in the Vendor Tax ID field.

- 8) Select **Get Vendor Info** the **Get Vendor Info** button.

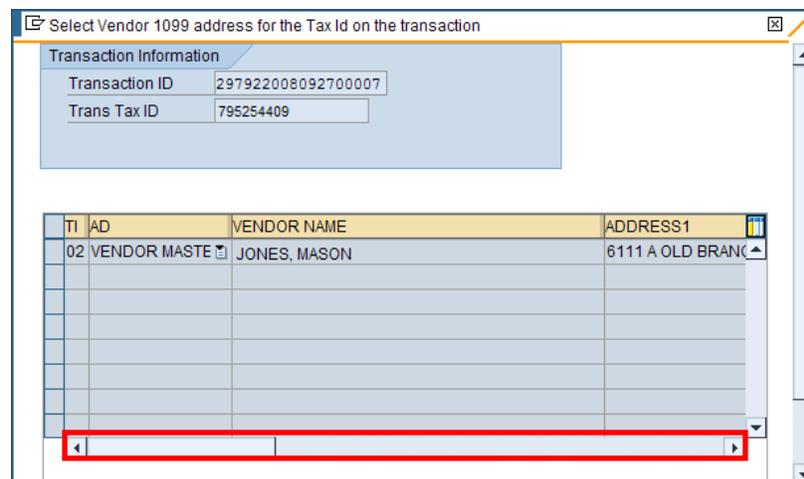


FBMS
HOME CORE FINANCIALS EMIS PROPERTY
DISPLAY | CC
... FI Home > CC Home > Reallocate Charge Card Cost > CC Home > Reallocate Charge Card Cost
Create new Vendor 1099 Information
Menu Save Back Cancel System **Get Vendor Info** Refresh

Vendor 1099 Information
Record ID 297922008092700007
Vendor Tax ID 795254409
Tax Id Type
Vendor Name
Individual Name
Address1
Address2
PO Box
Zip Code
City
State
Country US
Telephone
Payee 1099 Reportable?

 If Vendor information already exists in FBMS, the *Select Vendor 1099 address for the Tax ID on the transaction* screen appears.

- 9) A Vendor may have more than one vendor record for the Tax ID, use the scroll bar on the bottom of the window to view the Vendor information and then select the appropriate record.



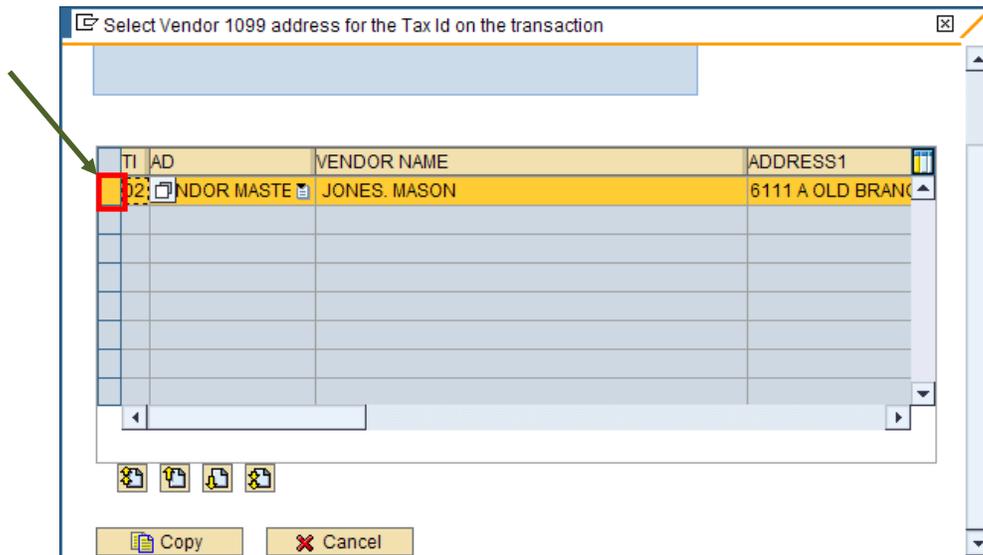
Select Vendor 1099 address for the Tax ID on the transaction

Transaction Information
Transaction ID 297922008092700007
Trans Tax ID 795254409

TI	AD	VENDOR NAME	ADDRESS1
02	VENDOR MASTE	JONES, MASON	6111 A OLD BRANC

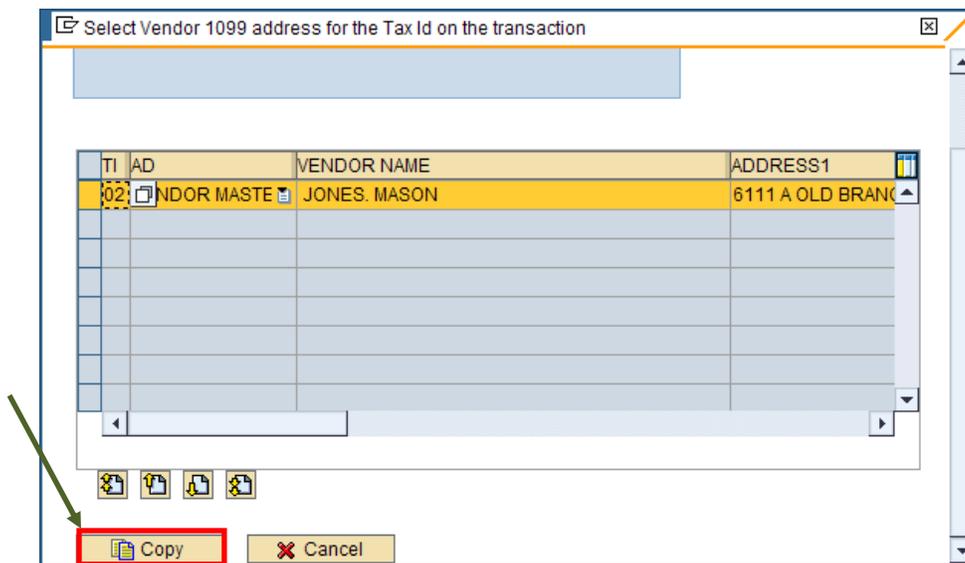
 If you cannot see the Copy and Cancel buttons on the bottom of the *Select Vendor 1099 address for the Tax ID on the transaction* screen, use the scrollbar on the right or your mouse to reposition the screen until the buttons on the bottom of the screen are displayed.

10) Select the box to the left of the Vendor record you want to populate in the *Vendor 1099 Information* screen.

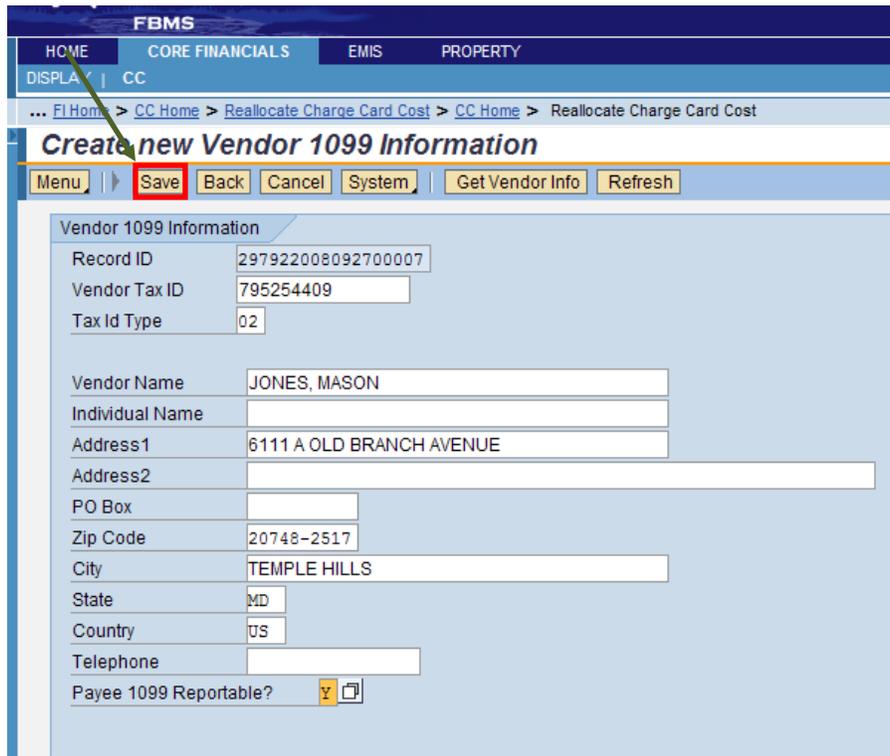


 When the box is selected, the entire line is highlighted

11) Select  the **Copy** button to bring the information into the *Vendor 1099 Information* screen.



12) Make any necessary updates and select **Save** the **Save** button.



FBMS

HOME CORE FINANCIALS EMIS PROPERTY

DISPLAY | CC

... FI Home > CC Home > Reallocate Charge Card Cost > CC Home > Reallocate Charge Card Cost

Create new Vendor 1099 Information

Menu | **Save** | Back | Cancel | System | Get Vendor Info | Refresh

Vendor 1099 Information

Record ID	297922008092700007
Vendor Tax ID	795254409
Tax Id Type	02
Vendor Name	JONES, MASON
Individual Name	
Address1	6111 A OLD BRANCH AVENUE
Address2	
PO Box	
Zip Code	20748-2517
City	TEMPLE HILLS
State	MD
Country	US
Telephone	
Payee 1099 Reportable?	<input checked="" type="checkbox"/>

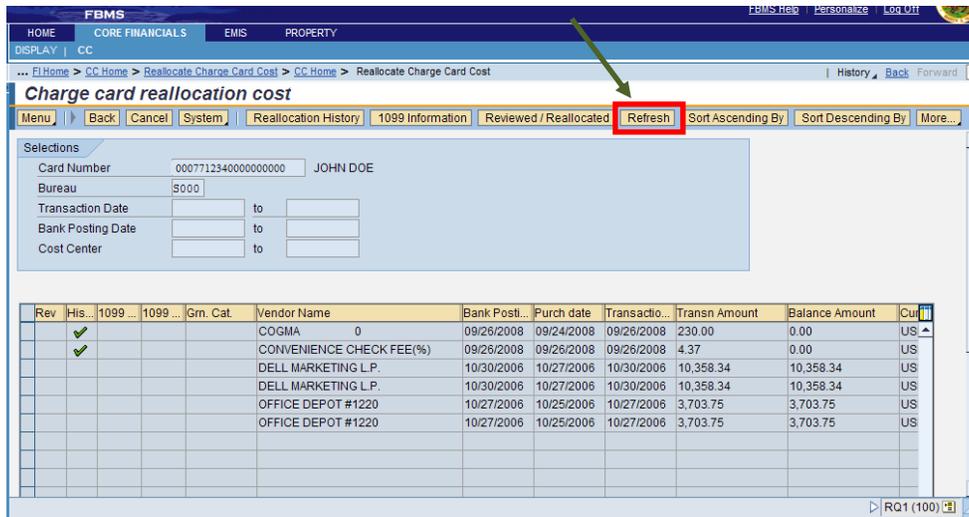


FBMS displays the message 1099 Database updated.

13) Select **Continue** the **Continue** button.



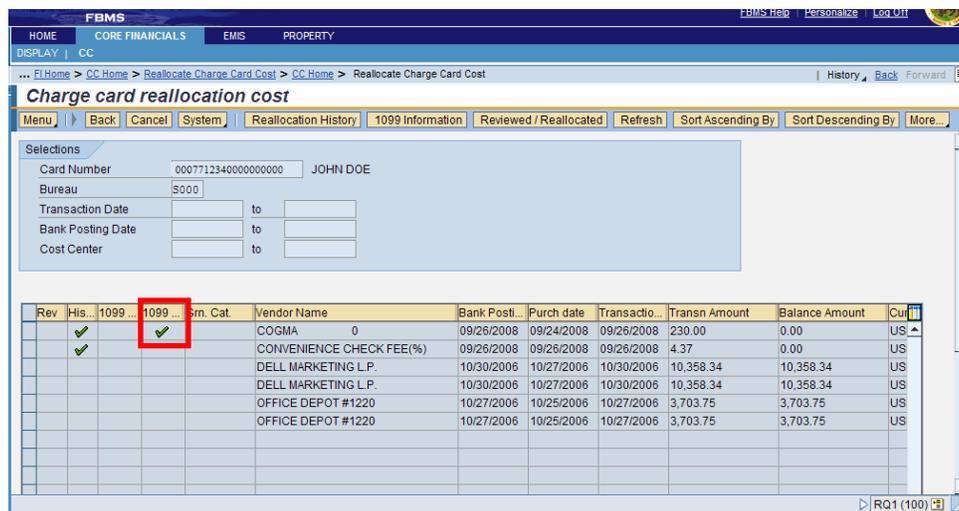
- 14) On the Charge card reallocation cost screen, select **Refresh** the **Refresh** button to update the 1099 Info column.



The screenshot shows the 'Charge card reallocation cost' screen in the FBMS system. The menu bar includes 'Refresh', which is highlighted with a red box. A green arrow points to this button. Below the menu bar, there are selection criteria for Card Number (0007712340000000000), JOHN DOE, and Bureau (S000). A table below displays transaction data with columns for Rev, His..., 1099..., Grm. Cat., Vendor Name, Bank Post..., Purch date, Transactio..., Transn Amount, Balance Amount, and Cur. The first two rows have green checkmarks in the 'His...' column.

Rev	His...	1099...	1099...	Grm. Cat.	Vendor Name	Bank Post...	Purch date	Transactio...	Transn Amount	Balance Amount	Cur
	✓				COGMA 0	09/26/2008	09/24/2008	09/26/2008	230.00	0.00	US
	✓				CONVENIENCE CHECK FEE(%)	09/26/2008	09/26/2008	09/26/2008	4.37	0.00	US
					DELL MARKETING L.P.	10/30/2006	10/27/2006	10/30/2006	10,358.34	10,358.34	US
					DELL MARKETING L.P.	10/30/2006	10/27/2006	10/30/2006	10,358.34	10,358.34	US
					OFFICE DEPOT #1220	10/27/2006	10/25/2006	10/27/2006	3,703.75	3,703.75	US
					OFFICE DEPOT #1220	10/27/2006	10/25/2006	10/27/2006	3,703.75	3,703.75	US

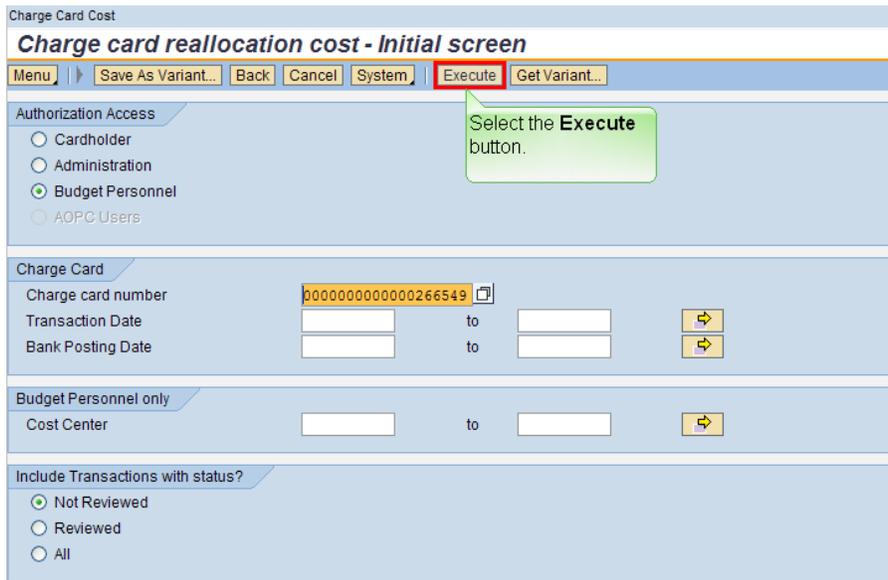
- 15) The Vendor INFO column shows a green checkmark, indicating the Vendor 1099 information is updated.



The screenshot shows the same 'Charge card reallocation cost' screen. The '1099...' column in the table is highlighted with a red box, and a green checkmark is visible in the first row of this column. The 'Refresh' button in the menu bar is no longer highlighted.

Rev	His...	1099...	1099...	Grm. Cat.	Vendor Name	Bank Post...	Purch date	Transactio...	Transn Amount	Balance Amount	Cur
	✓	✓			COGMA 0	09/26/2008	09/24/2008	09/26/2008	230.00	0.00	US
	✓				CONVENIENCE CHECK FEE(%)	09/26/2008	09/26/2008	09/26/2008	4.37	0.00	US
					DELL MARKETING L.P.	10/30/2006	10/27/2006	10/30/2006	10,358.34	10,358.34	US
					DELL MARKETING L.P.	10/30/2006	10/27/2006	10/30/2006	10,358.34	10,358.34	US
					OFFICE DEPOT #1220	10/27/2006	10/25/2006	10/27/2006	3,703.75	3,703.75	US
					OFFICE DEPOT #1220	10/27/2006	10/25/2006	10/27/2006	3,703.75	3,703.75	US

3) Select **Execute** the **Execute** button.



Charge Card Cost
Charge card reallocation cost - Initial screen

Menu | Save As Variant... | Back | Cancel | System | **Execute** | Get Variant...

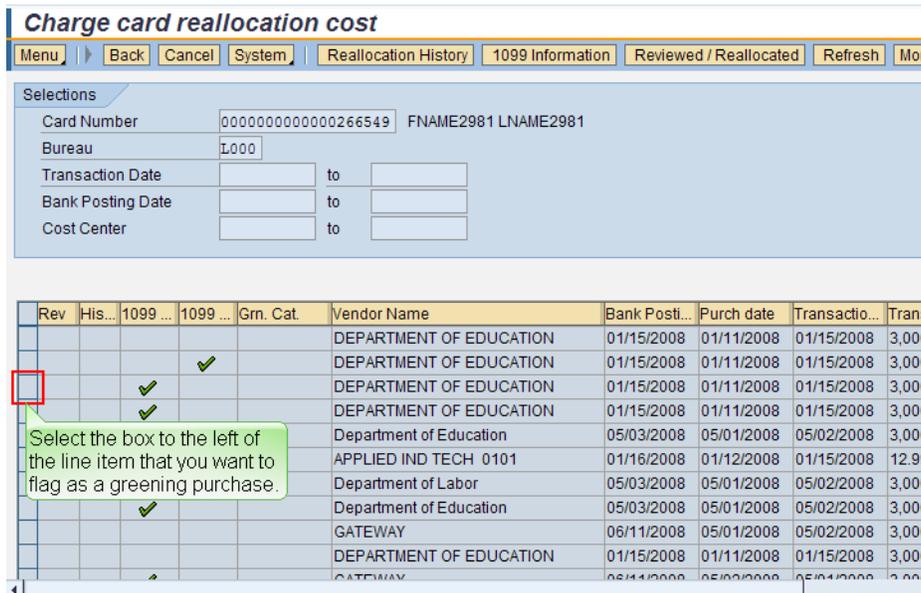
Authorization Access
 Cardholder
 Administration
 Budget Personnel
 AOPC Users

Charge Card
 Charge card number: 000000000000266549
 Transaction Date: [] to []
 Bank Posting Date: [] to []

Budget Personnel only
 Cost Center: [] to []

Include Transactions with status?
 Not Reviewed
 Reviewed
 All

4) Select the box to the left of the line item that you want to flag as a greening purchase.



Charge card reallocation cost

Menu | Back | Cancel | System | Reallocation History | 1099 Information | Reviewed / Reallocated | Refresh | More

Selections
 Card Number: 000000000000266549 FNAME2981 LNAME2981
 Bureau: L000
 Transaction Date: [] to []
 Bank Posting Date: [] to []
 Cost Center: [] to []

Rev	His...	1099 ...	1099 ...	Gm. Cat.	Vendor Name	Bank Posti...	Purch date	Transactio...	Trans
			✓		DEPARTMENT OF EDUCATION	01/15/2008	01/11/2008	01/15/2008	3,000
			✓		DEPARTMENT OF EDUCATION	01/15/2008	01/11/2008	01/15/2008	3,000
			✓		DEPARTMENT OF EDUCATION	01/15/2008	01/11/2008	01/15/2008	3,000
			✓		Department of Education	05/03/2008	05/01/2008	05/02/2008	3,000
			✓		APPLIED IND TECH 0101	01/16/2008	01/12/2008	01/15/2008	12.99
			✓		Department of Labor	05/03/2008	05/01/2008	05/02/2008	3,000
			✓		Department of Education	05/03/2008	05/01/2008	05/02/2008	3,000
					GATEWAY	06/11/2008	05/01/2008	05/02/2008	3,000
					DEPARTMENT OF EDUCATION	01/15/2008	01/11/2008	01/15/2008	3,000
					GATEWAY	06/11/2008	05/01/2008	05/02/2008	3,000

- 5) Select **Reallocation History** the **Reallocation History** button.

Charge card reallocation cost

Menu | Back | Cancel | System | **Reallocation History** | 1099 Information | Reviewed / Reallocated | Refresh | More

Selections

Card Number: 000000000000266549
 Bureau: 1000
 Transaction Date: [] to []
 Bank Posting Date: [] to []
 Cost Center: [] to []

Select the **Reallocation History** button.

Rev	His...	1099 ...	1099 ...	Grn. Cat.	Vendor Name	Bank Posti...	Purch date	Transactio...	Trans
					DEPARTMENT OF EDUCATION	01/15/2008	01/11/2008	01/15/2008	3,000
			✓		DEPARTMENT OF EDUCATION	01/15/2008	01/11/2008	01/15/2008	3,000
		✓			DEPARTMENT OF EDUCATION	01/15/2008	01/11/2008	01/15/2008	3,000
		✓			DEPARTMENT OF EDUCATION	01/15/2008	01/11/2008	01/15/2008	3,000
		✓			Department of Education	05/03/2008	05/01/2008	05/02/2008	3,000
		✓			APPLIED IND TECH 0101	01/16/2008	01/12/2008	01/15/2008	12.99
		✓			Department of Labor	05/03/2008	05/01/2008	05/02/2008	3,000
		✓			Department of Education	05/03/2008	05/01/2008	05/02/2008	3,000
					GATEWAY	06/11/2008	05/01/2008	05/02/2008	3,000
					DEPARTMENT OF EDUCATION	01/15/2008	01/11/2008	01/15/2008	3,000
					GATEWAY	05/14/2008	05/02/2008	05/04/2008	3,000

- 6) Select the cell to the left of the **Transaction ID**.

Charge Card Reallocation Cost History

Menu | Back | Cancel | System | **Single Reallocation** | MAS Reallocation | Reason Text | Refresh | More...

Card Number: 266549
 Amount: 3,000.00

Transaction ID	SEQ	Trans Amount	Balance Amount	Curr...	Debit/Credit	Acc DocNo	PO Number	lte
86922008050500001	0	3000.00	3,000.00	USD	Debit	190006326		0

Select the cell to the left of the **Transaction ID**.

7) Select **Single Reallocation** the **Single Allocation** button.

Charge Card Reallocation Cost History

Menu Back Cancel System **Single Reallocation** MAS Reallocation Reason Text Refresh More...

Card Number 266549 Cost Assignment
Amount 3,000.00

Transaction ID	SEQ	Trans Amount	Balance Amount	Curr...	Debit/Credit	Acc DocNo	PO Number	It...
586922008050500001	0	3000.00	3,000.00	USD	Debit	1900066326		0

Icons: [Print] [Refresh] [Home] [Close]

8) Use the **Scroll Bar** to display the bottom of the screen.

Allocation cost to new MAC

Save Back Cancel System

Number 000000000000266549 FNAME2981 LNAME2981
3,000.00 Debit/Credit Debit
Transaction ID 586922008050500001 Seq No. 0

Asset Assignment

Unit L000
Unit 6100.252R0
Fiscal Area L19900000.DB0000
Center LLAZ950000
4000089
Department
Center
Funds
Completion Ind.

Property

Asset
Subnumber
Business Entity
Building
Land
Rental Object

Greening Category Selection

RQ2 (100)

9) Select the **Greening Category** drop-down menu.

Allocation cost to new MAC

Menu | Save | Back | Cancel | System |

G/L Account: 6100.252R0
 Functional Area: L1990000.DB0000
 Cost Center: LLA2950000
 Fund:
 Order: 4000089
 WBS Element:
 Funds Center:
 Earmarked Funds:
 Completion ind.

Asset:
 Subnumber:
 Business Entity:
 Building:
 Land:
 Rental Object:

Reason:

Greening Category Selection
 Greening Category:

Select the **Greening Category** field drop-down menu.

RQ2 (

10) Select the **Green Code** that best describes your purchase.

Allocation cost to new MAC

Menu | Save | Back | Cancel | System |

Greening Category

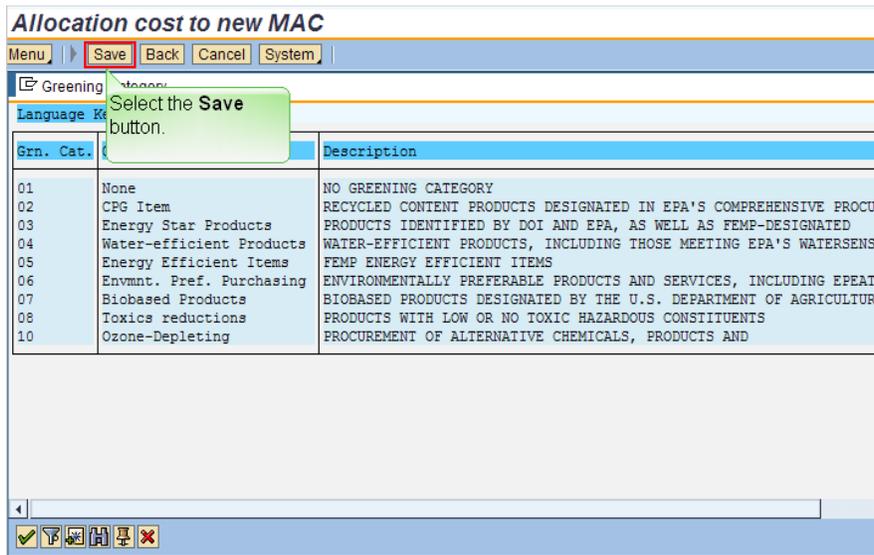
Language Key: EN

Grn. Cat.	Green Code Text	Description
01	None	NO GREENING CATEGORY
02	CPG Item	RECYCLED CONTENT PRODUCTS DESIGNATED IN EPA'S COMPREHENSIVE PROCUR
03	Energy Star Products	PRODUCTS IDENTIFIED BY DOI AND EPA, AS WELL AS FEMP-DESIGNATED
04	Water-efficient Products	WATER-EFFICIENT PRODUCTS, INCLUDING THOSE MEETING EPA'S WATERSENSE
05	Energy Efficient Items	FEMP ENERGY EFFICIENT ITEMS
06	Envmnt. Pref. Purchasing	ENVIRONMENTALLY PREFERABLE PRODUCTS AND SERVICES, INCLUDING EPEAT-
07	Biobased Prod	PRODUCTS DESIGNATED BY THE U.S. DEPARTMENT OF AGRICULTURE
08	Toxics reduc	WITH LOW OR NO TOXIC HAZARDOUS CONSTITUENTS
10	Ozone-Deplet	IT OF ALTERNATIVE CHEMICALS, PRODUCTS AND

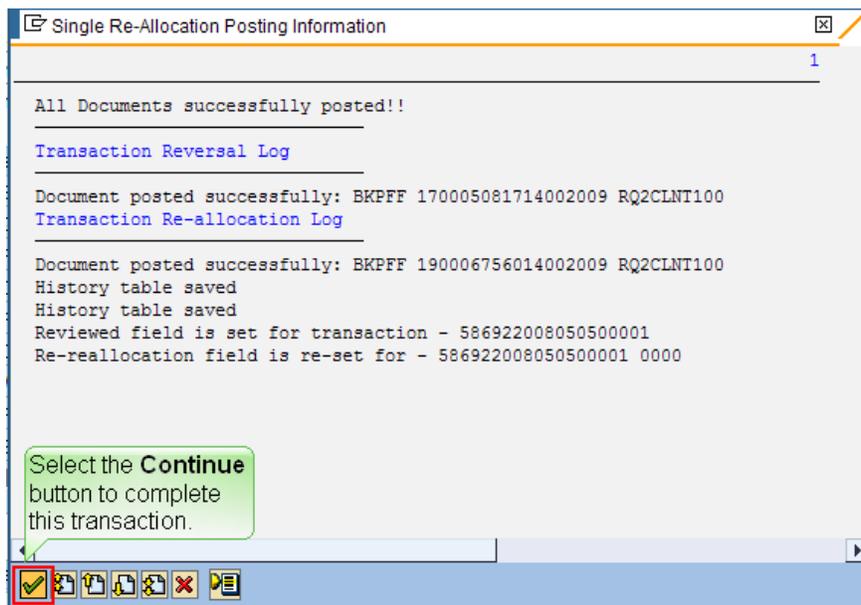
Select the **Green Code** that best

RQ2 (

11) Select **Save** the **Save** button.

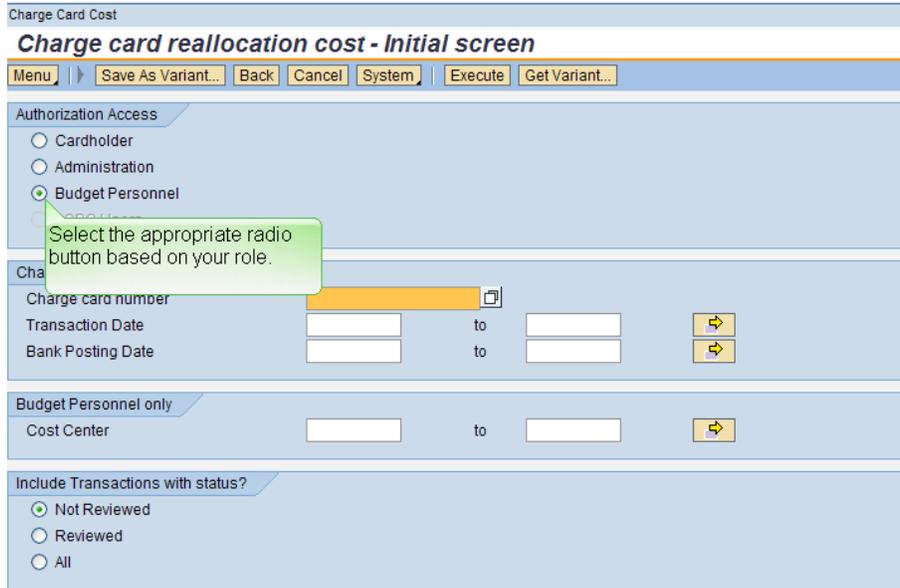


12) Select the **Continue** button when you receive the message that the document posted successfully.



Mark Transactions as Reviewed

- 1) On the Authorization Access section, **select** the appropriate **radio button** based on your role.



Charge Card Cost
Charge card reallocation cost - Initial screen

Menu | Save As Variant... | Back | Cancel | System | Execute | Get Variant...

Authorization Access

Cardholder
 Administration
 Budget Personnel
 AOPC Users

Charge Card

Charge card number [] []
Transaction Date [] to [] []
Bank Posting Date [] to [] []

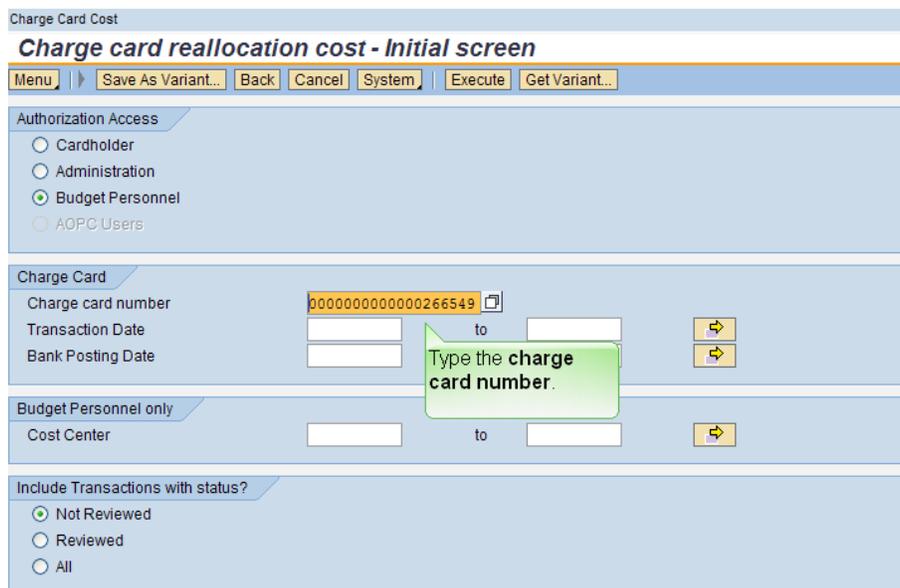
Budget Personnel only

Cost Center [] to [] []

Include Transactions with status?

Not Reviewed
 Reviewed
 All

- 2) Type the charge card number in the **Charge card number** field, or search for it using the drop-down menu to the right of the field.



Charge Card Cost
Charge card reallocation cost - Initial screen

Menu | Save As Variant... | Back | Cancel | System | Execute | Get Variant...

Authorization Access

Cardholder
 Administration
 Budget Personnel
 AOPC Users

Charge Card

Charge card number 0000000000000266549 [] []
Transaction Date [] to [] []
Bank Posting Date [] to [] []

Budget Personnel only

Cost Center [] to [] []

Include Transactions with status?

Not Reviewed
 Reviewed
 All

3) Select **Execute** the **Execute** button.

Charge Card Cost

Charge card reallocation cost - Initial screen

Menu | Save As Variant... | Back | Cancel | System | **Execute** | Get Variant...

Authorization Access

Cardholder
 Administration
 Budget Personnel
 AOPC Users

Charge Card

Charge card number: 0000000000000266549

Transaction Date: [] to []

Bank Posting Date: [] to []

Budget Personnel only

Cost Center: [] to []

Include Transactions with status?

Not Reviewed
 Reviewed
 All

4) Select the box to the left of the transaction line item you want to flag as reviewed/reallocated.

Charge card reallocation cost

Menu | Back | Cancel | System | Reallocation History | 1099 Information | Reviewed / Reallocated | Refresh | More

Selections

Card Number: 0000000000000266549 FNAME2981 LNAME2981
 Bureau: 1000
 Transaction Date: [] to []
 Bank Posting Date: [] to []
 Cost Center: [] to []

Rev	His...	1099 ...	1099 ...	Gm. Cat.	Vendor Name	Bank Post...	Purch date	Transactio...	Trans
					DEPARTMENT OF EDUCATION	01/15/2008	01/11/2008	01/15/2008	3,000.0
					DEPARTMENT OF EDUCATION	01/15/2008	01/11/2008	01/15/2008	3,000.0
					DEPARTMENT OF EDUCATION	01/15/2008	01/11/2008	01/15/2008	3,000.0
					DEPARTMENT OF EDUCATION	01/15/2008	01/11/2008	01/15/2008	3,000.0
					Department of Education	05/03/2008	05/01/2008	05/02/2008	3,000.0
					APPLIED IND TECH 0101	01/16/2008	01/12/2008	01/15/2008	12.99
					Department of Labor	05/03/2008	05/01/2008	05/02/2008	3,000.0
					Department of Education	05/03/2008	05/01/2008	05/02/2008	3,000.0
					GATEWAY	06/11/2008	05/01/2008	05/02/2008	3,000.0
					DEPARTMENT OF EDUCATION	01/15/2008	01/11/2008	01/15/2008	3,000.0
					GATEWAY	06/11/2008	05/01/2008	05/02/2008	3,000.0

5) Select **Reviewed / Reallocated** the **Reviewed/Reallocated** button.

Charge card reallocation cost

Menu | Back | Cancel | System | Reallocation History | 1099 Information | **Reviewed / Reallocated** | Refresh | More

Selections

Card Number: 000000000000266549 FNAME2981 LNA
 Bureau: L000
 Transaction Date: to
 Bank Posting Date: to
 Cost Center: to

Select the **Reviewed / Reallocated** button.

Rev	His...	1099 ...	1099 ...	Grn. Cat.	Vendor Name	Bank Posti...	Purch date	Transactio...	Transn
					DEPARTMENT OF EDUCATION	01/15/2008	01/11/2008	01/15/2008	3,000.0
			✓		DEPARTMENT OF EDUCATION	01/15/2008	01/11/2008	01/15/2008	3,000.0
		✓			DEPARTMENT OF EDUCATION	01/15/2008	01/11/2008	01/15/2008	3,000.0
		✓			DEPARTMENT OF EDUCATION	01/15/2008	01/11/2008	01/15/2008	3,000.0
		✓			Department of Education	05/03/2008	05/01/2008	05/02/2008	3,000.0
		✓			APPLIED IND TECH 0101	01/16/2008	01/12/2008	01/15/2008	12.99
		✓			Department of Labor	05/03/2008	05/01/2008	05/02/2008	3,000.0
		✓			Department of Education	05/03/2008	05/01/2008	05/02/2008	3,000.0
					GATEWAY	06/11/2008	05/01/2008	05/02/2008	3,000.0
					DEPARTMENT OF EDUCATION	01/15/2008	01/11/2008	01/15/2008	3,000.0
					GATEWAY	06/11/2008	05/01/2008	05/02/2008	3,000.0

6) Select the **Continue** button.

Charge card reallocation cost

Menu | Back | Cancel | System | Reallocation History | 1099 Information | Reviewed / Reallocated | Refresh | More

Set Transaction as Reviewed/Allocated

Do you want to SET Reviewed/Allocated Flag for -
286902008050400004

Select the **Continue** button.

Rev	His...	1099 ...	1099 ...	Grn. Cat.	Vendor Name	Bank Posti...	Purch date	Transactio...	Transn
					DEPARTMENT OF EDUCATION	01/15/2008	01/11/2008	01/15/2008	3,000.0
			✓		DEPARTMENT OF EDUCATION	01/15/2008	01/11/2008	01/15/2008	3,000.0
		✓			DEPARTMENT OF EDUCATION	01/15/2008	01/11/2008	01/15/2008	3,000.0
		✓			DEPARTMENT OF EDUCATION	01/15/2008	01/11/2008	01/15/2008	3,000.0
		✓			Department of Education	05/03/2008	05/01/2008	05/02/2008	3,000.0
		✓			APPLIED IND TECH 0101	01/16/2008	01/12/2008	01/15/2008	12.99
		✓			Department of Labor	05/03/2008	05/01/2008	05/02/2008	3,000.0
		✓			Department of Education	05/03/2008	05/01/2008	05/02/2008	3,000.0
					GATEWAY	06/11/2008	05/01/2008	05/02/2008	3,000.0
					DEPARTMENT OF EDUCATION	01/15/2008	01/11/2008	01/15/2008	3,000.0
					GATEWAY	06/11/2008	05/01/2008	05/02/2008	3,000.0

FBMS displays a message verifying the reallocation was successfully flagged.

7) Select **Continue** the **Continue** button.

Charge card reallocation cost

Menu | Back | Cancel | System | Reallocation History | 1099 Information | Reviewed / Reallocated | Refresh | More

Selected Information

Reviewed/Allocated successfully for -
286902008050400004

Continue

Select the **Continue** button to complete this transaction.

Rev	His...	1099	Name	Bank Posti...	Purch date	Transactio...	Transn
			DEPARTMENT OF EDUCATION	01/15/2008	01/11/2008	01/15/2008	3,000.0
		✓	DEPARTMENT OF EDUCATION	01/15/2008	01/11/2008	01/15/2008	3,000.0
		✓	DEPARTMENT OF EDUCATION	01/15/2008	01/11/2008	01/15/2008	3,000.0
		✓	DEPARTMENT OF EDUCATION	01/15/2008	01/11/2008	01/15/2008	3,000.0
		✓	Department of Education	05/03/2008	05/01/2008	05/02/2008	3,000.0
		✓	APPLIED IND TECH 0101	01/16/2008	01/12/2008	01/15/2008	12.99
		✓	Department of Labor	05/03/2008	05/01/2008	05/02/2008	3,000.0
		✓	Department of Education	05/03/2008	05/01/2008	05/02/2008	3,000.0
			GATEWAY	06/11/2008	05/01/2008	05/02/2008	3,000.0
			DEPARTMENT OF EDUCATION	01/15/2008	01/11/2008	01/15/2008	3,000.0
			GATEWAY	06/11/2008	05/01/2008	05/02/2008	3,000.0



The next time you perform a reallocation, the transaction that you just flagged will not appear if you select the **“Not Reviewed”** radio button.

Charge Card Cost

Charge card reallocation cost - Initial screen

Menu | Save As Variant... | Back | Cancel | System | Execute | Get Variant...

Authorization Access

Cardholder

Administration

Budget Personnel

AOPC Users

Charge Card

Charge card number: 000000000000266549

Transaction Date

Bank Posting Date

Budget Personnel only

Cost Center

Include Transactions with status?

Not Reviewed

Reviewed

All

Reminder, the next time you perform a reallocation, the transaction you just flagged will not appear if "Not Reviewed" is selected.